

# POST

T R A I N I N G



## background investigation manual

guidelines for  
the investigator

POST2006S&E-0379



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# Background Investigation Manual: Guidelines for the Investigator

POST Background Investigation Manual: Guidelines for  
the Investigator 2006  
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Standards and Training

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# Preface

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Government Code Section 1031 requires a pre-employment background investigation for peace officers; this requirement is further defined in Commission Regulation 1002. Similarly, Penal Code Section 13510 authorizes POST to establish minimum standards for public safety dispatchers; those standards – including a background investigation - are defined in Commission Regulation 1018.

The POST *Background Investigation Manual: Guidelines for the Investigator* is intended to provide guidance to assist in satisfying these requirements and in otherwise ensuring that the background investigations of California peace officer and public safety dispatcher candidates are thorough, lawful and effective. The manual was developed in conjunction with and in support of recently-revised Commission regulations, procedures, personal history statements, and evaluation criteria, all of which are described herein.

Although these guidelines are detailed and comprehensive, this manual is intended as a resource rather than a replacement for adequate training and other needed forms of agency support for background investigators.

Comments and suggestions concerning these guidelines should be directed to Shelley Spilberg, Ph.D. at (916) 227-4824 or [shelley.spilberg@post.ca.gov](mailto:shelley.spilberg@post.ca.gov).

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# Chapter One

## INTRODUCTION

The pre-employment background investigation satisfies two goals: (1) assuring compliance with all applicable minimum standards for appointment and (2) screening out candidates who, based on their past history or other relevant information, are found unsuitable for the positions in question. The express purpose of this manual is to assist background investigators – especially but not exclusively new investigators – in conducting investigations that satisfy both of these goals.

Backgrounds are among the most important investigations that a law enforcement agency will ever conduct. The manner in which a background investigation is conducted can make the difference between hiring an individual who will truly protect and serve versus someone who may cause harm to oneself, the agency, and society.

Background investigations are also among the most challenging investigations to conduct. They must be comprehensive if they are to lead to informed hiring decisions. Past misconduct and other signs of unsuitability must be uncovered so that dangerous or otherwise unfit candidates are screened out. At the same time, inquiries into past performance must stay within the tight parameters of fair employment practices. Furthermore, the areas investigated – and the evaluation of the resulting information – must be treated consistently across all candidates.

Background investigators must therefore be knowledgeable about all applicable local, state, and federal fair employment laws. They must be conversant in the legal requirements for appointment to the positions in question. They must heed all agency policies, practices, and operational limitations. They must base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they must do so with consistency and without bias. They must be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.

This manual is intended to assist background investigators in accomplishing this challenging task. The procedures and guidance presented here explain what information to gather, and how that information should be considered in determining candidate suitability.

## FOCUS OF THE MANUAL

### 1. “Screen-out” vs. “Select-in” Orientation

POST has the responsibility for developing standards and assuring compliance with those standards for peace officers and public safety dispatchers. POST regulations mandate what must be done in order to satisfy the *minimum* standards for appointment. Therefore these guidelines are written from a “screen-out” rather than a “select-in” perspective; that is, they are designed to assist in identifying and weeding out the unfit, rather than distinguishing excellent candidates from those who just meet minimum qualifications. Agencies have the right to increase these standards as well as require additional standards.

## **2. Target Readership: Background Investigators**

This manual was written expressly for background investigators. Although it may prove useful to others besides investigators, it is not intended as a comprehensive resource document for administrators, legal counsel, or others who are not directly involved in the conduct of background investigations.

**Note:** In California, third party background investigators (i.e., private contractors) must be Licensed Private Investigators<sup>1</sup> or attorneys. The actions of contract investigators are highly regulated by the Investigative Consumer Reporting Agencies Act (ICRA), [Civil Code Section 1786](#). Because of the complexity of this area of law, the special procedures and requirements for non-agency investigators are not the focus of this manual. Contract investigators are strongly advised to seek out competent and professional training on ICRA.

## **3. Target Jobs: Peace Officer and Public Safety Dispatcher**

California law requires the completion of pre-employment background investigations for peace officers<sup>2</sup> and public safety dispatchers where the employing agency participates in the POST Public Safety Dispatcher Program.<sup>3</sup> Background investigations must be conducted on **all** candidates for these two classifications, including new hires, reappointments, laterals, and those who are internally reclassified to a peace officer status requiring higher training and appointment standards (e.g., reserve officer to regular peace officer).<sup>4</sup>

As POST has been charged with the responsibility for developing selection standards for peace officers and public safety dispatchers, the focus of this manual is therefore limited to the conduct of background investigations on these two classifications. Local agency policy or regulation may require the completion of a pre-employment background on a host of other classifications of employment (e.g., secretarial support staff, records personnel, community service officers). Although some principles discussed here may be relevant regardless of classification, caution must be exercised when applying this guidance to classes of employment outside the mandate given POST. Agencies are urged to work in close consultation with their legal counsel.

## **4. Not a Substitute for Training**

This manual is not intended to serve as a substitute for competent, professional training. Although there is no background investigator training requirement, the proper training of employees is an employer's legal responsibility; furthermore, effective training of background investigators can greatly improve the quality of an agency's candidates. Background investigator professional associations – such as the [California Background Investigators Association](#) (CBIA) and the [California Association of Law Enforcement](#)

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<sup>1</sup> [Business & Professions Code Section 7520](#)

<sup>2</sup> [Government Code Section 1031\(d\)](#)

<sup>3</sup> [Commission Regulation 1018\(c\)](#)

<sup>4</sup> Individuals who, as a result of a personnel hearing or court decisions, are reinstated or restored as “whole” need not undergo another background investigation; furthermore, the background investigations of those who were internally upgraded may focus on any areas of inquiry that may have changed since the last background investigation.

[Background Investigators](#) (CALEBI) - also offer training as well as networking and related benefits.

## **5. Not Legal Advice**

Although the manual contains discussions of the many pertinent employment laws and their impact on the conduct of the investigation, the information presented here should not be treated as legal research, legal opinion, or legal advice. Background investigators are strongly encouraged to consult, work closely with, and abide by the advice of their agency's legal counsel.

## **THE ROLE OF POST**

POST serves a variety of functions with respect to the background investigation process. These functions include establishing selection standards, certifying training, providing technical assistance, and conducting compliance inspections.

### **1. Selection Standards**

In response to specific mandates from the State Legislature, POST has been charged with the responsibility to develop selection standards for peace officers and public safety dispatchers. California regulatory agencies, such as POST, establish regulations in accordance with the Administrative Procedures Act. Once properly adopted, these regulations appear in the California Code of Regulations (Title 11, Division 2; formerly the California Administrative Code) and the POST Administrative Manual. As authorized by the State Legislature, these regulations carry the force of law and often seek to clarify or expand upon specific legislative enactments (laws), for example in the Penal or Government Codes.

Commission Regulations 1002 and 1018 contain the selection standards for peace officers and public safety dispatchers, respectively. Commission Procedure C-1 – Background Investigation – includes requirements for the conduct of background investigations for both positions. [Commission Procedure C-2](#) – Medical and Psychological Suitability Examinations - contains requirements for the conduct of peace officer medical and psychological examinations.

These standards are discussed in detail in Chapter 3: Legal Qualifications and Statutory Framework. They are also located in the [POST Administrative Manual](#) (PAM).

### **2. Training Course Certification**

POST certifies four courses specific to background investigations:

1. **BACKGROUND CORE TRAINING:** a basic level of instruction designed for persons newly assigned to background investigation (32-40 hours).
2. **BACKGROUND INVESTIGATION UPDATE:** more advanced level of instruction designed for experienced investigators who have already undergone core training and require update training (variable length).
3. **ADMINISTRATION OF THE BACKGROUND PROCESS:** a highly compressed training course designed for the supervisors and managers who oversee the background process, rather than for background investigators (8 hours).

4. TRAINING SEMINARS/CONFERENCES: courses that are periodically certified or presented by POST to deal with unique circumstances or groups (variable length).

Other POST-certified courses, such as “Interview and Interrogation” or “Personnel, Discovery and Civil Liability” may also prove helpful to background investigators.

### 3. Technical Assistance

POST professional support to the background investigation process includes:

- PUBLICATIONS. In addition to this manual, POST produces manuals on interviewing peace officer candidates, conducting medical screening, psychological screening, and a background investigation course curriculum document. Some of these manuals are not specifically written for the background investigator; however, they can provide technical guidance to others involved in the hiring process.
- FORMS AND OTHER SCREENING DOCUMENTS, such as the Personal History Statement(s) ([Peace Officer – POST 2-251](#)<sup>5</sup> and [Public Safety Dispatcher – POST 2-255](#)<sup>6</sup>) and medical screening forms ([POST 2-252](#) and [2-253](#)).
- CONSULTATIVE SERVICES, through its own professional staff. Investigators should feel free to contact their [POST Regional Consultants](#).
- REFERRALS, including best practices already in use by other agencies and/or individuals.

### 4. Compliance Inspections

The Legislature has charged POST with the responsibility to conduct compliance inspections to verify that persons appointed as peace officers were selected in accordance with the selection standards. POST Regional Consultants make regular visits to the agencies in their jurisdictions to inspect the background investigations completed on those who have been hired since the last audit. If deficiencies are detected, they work with the agency by suggesting methods for correction and establishing a timetable for correction. A follow-up visit may be scheduled to assure that the deficiencies are corrected. Consequences may be invoked if agencies resist or fail to correct problems within a reasonable period of time. Chapter 6, POST Compliance Inspections, discusses the compliance inspection process.

### POST VS. AGENCY CANDIDATE SCREENING CRITERIA

The selection standards imposed by state statutes and POST regulations are *minimum standards*. Agencies are free to establish more rigorous selection criteria, as long as they are job-related and legally defensible. For example, agencies may choose to require peace officers to be at least 21 years of age, even though state law permits their appointment at age 18. It is also not uncommon for agencies to require peace officer candidates to have earned some college credits, although none is specified under the law.<sup>7</sup>

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<sup>5</sup> Located in Appendix 5-A.

<sup>6</sup> Located in Appendix 5-B.

<sup>7</sup> In the case of public safety dispatchers there is no educational minimum specified in state law for employment.

Verifying most of the statutory and regulatory minimum qualification standards, such as age, citizenship, and absence of felony convictions, is relatively clear-cut. However, California [Government Code Section 1031\(d\)](#) also requires all peace officer candidates to be screened for “good moral character.” What prior conduct constitutes good moral character (or, more importantly, the absence thereof)?

The POST background dimensions, presented in the next chapter, are intended to assist agencies and investigators in answering this question by identifying and detailing the attributes underlying moral character and other qualities essential to the jobs of peace officer and public safety dispatcher. Nevertheless, it is ultimately up to each agency to establish its own clearly articulated legally defensible standards of conduct.

## ORGANIZATION OF THE MANUAL

The remainder of this manual is divided into five sections. The next chapter - Peace Officer and Public Safety Dispatcher Background Dimensions - provides a common set of peace officer and dispatcher attributes that should be assessed during the background investigation. Chapter 3 - Legal Qualifications and Statutory Framework - details the statutory and regulatory requirements surrounding background investigations. The next two chapters approach the background investigation from different perspectives: Chapter 4 – The Background Investigation Process - describes the chronology of the investigation, while Chapter 5 – Areas of Investigation and POST Personal History Statements - presents a topic-by-topic explanation of the process, using the Personal History Statement as its framework. Lastly, Chapter 6 – POST Compliance Inspections – is intended to clarify (as well as demystify) the procedure, expectations and common problems detected during the annual POST audit.

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## Chapter Two

### PEACE OFFICER AND PUBLIC SAFETY DISPATCHER BACKGROUND INVESTIGATION DIMENSIONS

Job-relatedness is the cornerstone of every lawful, effective candidate screening procedure. The demonstrated necessity of every pre-employment inquiry for evaluating the skills, abilities, and attributes required for effective job performance is critical to ensuring that those selected are qualified, and serves as a strong defense against allegations of unfairness or discrimination.

Job relatedness, or “validity,” is characteristic of selection procedures that are derived from an analysis of the job and its requirements and demands. POST has conducted repeated statewide job analyses on both peace officers and public safety dispatchers. In conjunction with the creation of this manual, job analytic data on these two positions were reanalyzed in order to derive a new set of essential attributes of peace officers and public safety dispatchers. Many sources of information were reviewed and reanalyzed, as described in Appendix A: Development of POST Background Investigation Dimensions.

Based on these analyses, one common set of background dimensions was created for peace officers and public safety dispatchers. These ten dimensions are listed in Table 2-1. The dimensions are organized into five major categories (Moral Character, Handling Stress and Adversity, Work Habits, Interactions with Others, and Intellectually-Based Abilities).

Although these background investigation dimensions were selected based on their specific amenability to assessment during the background investigation, a number of them are also evaluated elsewhere in the selection process. For example, “Integrity” is assessed at several other pre-employment stages, such as during the hiring interview and psychological screening. This redundancy is intentional, as it serves to highlight the interdependence of these selection criteria as well as enhance the measurement accuracy of important peace officer and public safety dispatcher character attributes.

Each dimension includes a behaviorally based definition and description, along with a set of indicators for use by background investigators in evaluating candidates against these attributes. Note, however, that specific thresholds of acceptability (e.g., number of allowable moving violations) are not included. The establishment of tolerance levels is an agency’s prerogative, and may well vary between peace officers and public safety dispatchers.

Agencies are strongly encouraged to establish standards associated with such issues as criminal convictions, thefts, illegal drug use and other criminal conduct, and driving history. If these issues have not been addressed, background investigators are faced with the need to continuously consult the chain of command every time they encounter negative information. This slows the process and may expose the department to liability in the event that inconsistent and/or inappropriate standards are applied.

Investigators must also exercise caution not to impose their own personal beliefs and/or prejudices as the benchmark against which to measure character, especially if the agency

has not defined its own standards. To be defensible, agency standards must be job-related and consistent with business necessity; moreover, overly demanding selection requirements further reduce an already-shrinking applicant pool.

No amount of standard-setting, however, will eliminate the need to make case-by-case judgments based on specific facts presented by each candidate's background. Rarely is one fact a sufficient basis for disqualifying an individual; rather, it is generally necessary to investigate the circumstances surrounding each fact in order to make an educated assessment of the candidate's suitability, taking into consideration such factors as:

- The patterns of past behavior and specific combinations of fact and circumstances,
- The consequences if past undesirable behavior occurs again or becomes generally known,
- The likelihood of recurrence of the undesirable behavior,
- The relevance of the past behavior to the job demands and requirements,
- The length of time between the particular undesirable act and the application for employment, with consideration given to the intervening behavior of the candidate, and
- The legal rights of the candidate.

The use of these dimensions in organizing and supporting the investigators' observations and findings is discussed in "Report and Background Packet Preparation" (Step 9) in Chapter 4: The Background Investigation.

**Table 2-1: SUMMARY OF POST BACKGROUND INVESTIGATION DIMENSIONS FOR PEACE OFFICERS AND PUBLIC SAFETY DISPATCHERS**

MORAL CHARACTER	<b>1. Integrity</b> <ul style="list-style-type: none"> <li>▪ Honesty</li> <li>▪ Impartiality</li> <li>▪ Trustworthiness</li> <li>▪ Protection of Confidential Information</li> <li>▪ Moral/Ethical Behavior</li> </ul> <b>2. Impulse Control/Attention to Safety</b> <ul style="list-style-type: none"> <li>▪ Safe Driving Practices</li> <li>▪ Attention to Safety</li> <li>▪ Impulse/Anger Control</li> </ul> <b>3. Substance Abuse and Other Risk-Taking Behavior</b>
HANDLING STRESS AND ADVERSITY	<b>4. Stress Tolerance</b> <ul style="list-style-type: none"> <li>▪ Positive Attitude and Even Temper</li> <li>▪ Stress Tolerance and Recovery</li> <li>▪ Accepting Responsibility for Mistakes</li> </ul> <b>5. Confronting and Overcoming Problems, Obstacles, and Adversity</b>
WORK HABITS	<b>6. Conscientiousness</b> <ul style="list-style-type: none"> <li>▪ Dependability/Reliability</li> <li>▪ Personal Accountability and Responsibility</li> <li>▪ Safeguarding and Maintaining Property, Equipment, and Belongings</li> <li>▪ Orderliness, Thoroughness, and Attention to Detail</li> <li>▪ Initiative and Drive</li> <li>▪ General Conscientiousness</li> </ul>
INTERACTIONS WITH OTHERS	<b>7. Interpersonal Skills</b> <ul style="list-style-type: none"> <li>▪ Social Sensitivity</li> <li>▪ Social Interest and Concern</li> <li>▪ Tolerance</li> <li>▪ Social Self-Confidence/Persuasiveness</li> <li>▪ Teamwork</li> </ul>
INTELLECTUALLY-BASED ABILITIES	<b>8. Decision-Making and Judgment</b> <ul style="list-style-type: none"> <li>▪ Situation/Problem Analysis</li> <li>▪ Adherence to Policies &amp; Regulations</li> <li>▪ Response Appropriateness</li> <li>▪ Response Assessment</li> </ul> <b>9. Learning Ability</b> <b>10. Communication Skills</b> <ul style="list-style-type: none"> <li>▪ Oral Communication</li> <li>▪ Written Communication</li> </ul>

## MORAL CHARACTER

1. **Integrity.** This involves maintaining high standards of personal conduct. It consists of attributes such as honesty, impartiality, trustworthiness, and abiding by laws, regulations, and procedures. It includes:

- ✓ Not **abusing the system** nor using one's **position for personal gain**; not yielding to temptations of bribes, favors, gratuities, or payoffs
- ✓ **Not bending rules** or otherwise trying to **beat the system**
- ✓ Not sharing or releasing **confidential information**
- ✓ Not engaging in **illegal or immoral activities** - either on or off the job
- ✓ **Honest and impartial** in dealings with others both in and outside the agency
- ✓ Not condoning or ignoring **unethical/illegal conduct in others**
- ✓ **Truthful and honest** sworn testimony, affidavits, and in all dealings with others

### INDICATORS:

- Dishonesty in the hiring process, including:
  - deliberately misstating or misrepresenting identifying information or qualifications, whether orally or in writing
  - misleading any person involved in the pre-employment screening process by misstating, misrepresenting, or failing to completely answer questions
  - inaccuracies or deliberate omissions in applications, Personal History Statements, or any other documentation required as part of the pre-employment process used to help determine the candidate's suitability for employment
  - any other act of deceit or deception
- Lying about past mistakes or oversights
- Fraudulently reporting or other abuses/misuses of employer leave policies (e.g., sick leave, vacation, bereavement leave)
- Abuses privileges and benefits of the job (e.g., overtime, use of supplies, equipment, internet access)
- Involved in the sale or distribution of illegal drugs
- Engages in inappropriate sexual activity (e.g., prostitutes, sex with minors, etc.)
- Evidence of perjury, signing of false affidavits in any criminal or civil proceeding, falsification of official reports including statements, narratives, property documents, evidentiary documents, giving incomplete or misleading information to supervisors
- Cheating, plagiarism, or other forms of academic dishonesty
- Attempting to induce others to give false information
- Association with those who commit crimes or otherwise demonstrate unethical/immoral behavior

- Commits illegal or immoral activities that would be offensive to contemporary community standards of propriety
- Commits crimes against employers - arson, burglary, stealing (goods, money, or services) – which would amount to a felony
- Conviction(s) of any criminal offense classified as a misdemeanor under California Law, especially as an adult
- Having an outstanding warrant of arrest at time of application for job or throughout the hiring process
- Admission of having committed any act amounting to a felony under California Law, as an adult
- Admission of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, indecent exposure (except acts of consensual unlawful intercourse accomplished between two minors, unless more than four years difference in age existed at the time of the acts)
- Actions resulting in civil lawsuits against the candidate or his/her employer
- Committing acts that, had they been detected, would have resulted in prosecution and conviction and would have automatically disqualified the candidate.

**While employed in a position of public trust:**

- Conviction of any offense classified as a misdemeanor under California Law while employed as a peace officer (including military police)
- Admission of administrative conviction of any act while employed as a peace officer, including military police, involving lying, falsification of any official report or document, or theft
- Admission of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer
- Accepting or soliciting any bribe or gratuity while in a position of public trust
- Embezzlement of money, goods or services while in a position of trust

- 2. Impulse Control/Attention to Safety.** Avoiding impulsive and/or unnecessarily risky behavior to ensure the safety of oneself and others. It includes thinking before acting, taking proper precautions, keeping one's impetuous, knee-jerk reactions in check, and behaving in conscious regard for the larger situation at hand.

**INDICATORS:**

**Unsafe Driving Practices**

- Receipt of multiple moving violations (especially for potential life-threatening acts such as reckless driving, speed contest, etc.)

- Driver in multiple chargeable collisions. Numerous moving and non-moving violations, at-fault accidents
- Instances of road rage, driving recklessly and/or at excessive speeds

#### **Inattention to Safety**

- Fails to take proper precautions to minimize risks associated with hazardous activities
- Takes unnecessary, foolish risks
- Disregards risk to self or others

#### **Poor Impulse/Anger Control**

- Overreacts when challenged or criticized
- Unnecessarily confrontational in interactions with others
- Reacts childishly or with anger to criticism or disappointment
- Disciplined by any employer as an adult for fighting in the workplace
- Admission of any act of domestic violence as an adult
- Use of verbal or physical abuse or violence toward others
- Violent assault upon another, including spousal battery, sexual battery, or other acts of violence
- Admission of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state civil rights laws
- Instances of reprimands, counseling, terminations, suspensions for poor behavioral control at work

3. **Substance Abuse and Other Risk-Taking Behavior.** This involves engaging in behavior that is inappropriate, self-damaging, and with potential adverse impact on the agency, and includes alcohol and drug abuse, domestic violence, sale of drugs and gambling.

#### **INDICATORS:**

- Illegal use or possession of a controlled substance while employed in any law enforcement capacity, including military police
- Drug test of the candidate, during the course of the hiring process, where illegal controlled substances are detected
- Illegal or unauthorized use of prescription medications
- Illegal use or possession of a controlled substance while a student enrolled in college-accredited courses related to the criminal justice field
- Manufacturing, cultivating, transporting, brokering, or selling any controlled substances

- Record of alcohol or drug-related incidents, including driving under the influence or such charge reduced to reckless driving, violation of open container laws or transporting open containers
- History of other problems associated with drug and/or alcohol use
- Perpetrator of domestic violence incidents
- Missed work due to alcohol use
- Alcohol use while on the job (where prohibited)
- Arriving at work intoxicated/smelling of alcohol or hung-over
- Gambling to the point of causing harm to oneself

## HANDLING STRESS AND ADVERSITY

4. **Stress Tolerance.** Maintaining composure, particularly during time-critical emergency events and other stressful situations, weathering negative events and circumstances and maintaining an even temperament and positive attitude. Accepting criticism without becoming overly defensive or allowing it to hamper behavior or job performance.

### INDICATORS:

#### Negative Attitude and Uneven Temperament

- Worries excessively; enters into new situations with considerable apprehension
- Overly suspicious and distrusting in dealing with others
- Argumentative; antagonistic towards others; bully
- Commonly behaves with hostility and anger
- Behavior-impairing mood swings
- Badmouths employers and others
- Unnecessarily confrontational and aggressive
- Disrupts/undermines authority (fails to successfully carry out directives; shows signs of contempt by eye rolling, excessive exhaling, etc.)

#### Stress Tolerance and Recovery

- Comes “unglued,” freezes, or otherwise performs ineffectively when feeling overloaded or stressed
- Uncontrollable reaction to verbal abuse from others
- Reacts childishly or with anger to criticism or disappointment
- Allows personal problems and stressors to bleed into behavior on the job

### **Not Accepting Responsibility for Mistakes**

- Does not accept responsibility for actions and mistakes; routinely makes excuses or blames others for own shortcomings
- Becomes excessively defensive or otherwise overreacts when challenged or criticized
- Minimizes the importance of past mistakes or errors
- Refuses to accept responsibility for mistakes or improper actions

**5. Confronting and Overcoming Problems, Obstacles, and Adversity.** This involves willingness and persistence in confronting problems and personal adversity. It includes taking control of situations, as necessary and demonstrating hustle and drive in reaching goals.

#### **INDICATORS:**

- Displays submissiveness and insecurity when confronted with challenges, threatening situations, or difficult problems
- Fails to take action or change behavior to resolve problems or mistakes
- Multiple personal bankruptcies, having current financial obligations for which legal obligations have not been satisfied; or any other flagrant history of financial instability
- Allows debts to mount; evades creditors, collection agencies, etc.
- Past due accounts, discharged debts, late payments, collection accounts, civil judgments, and/or bankruptcy
- Fails to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations)
- Fails to exercise fiscal responsibility commensurate with income

### **WORK HABITS**

**6. Conscientiousness.** Diligent, reliable, conscientious work patterns; performing in a timely, logical manner in accordance with rules, regulations, and organizational policies.

#### **INDICATORS:**

##### **Undependability/Unreliability**

- Fails to meet commitments to work, school, family, volunteer, or community activities
- Poor attendance – takes time off from work unnecessarily (e.g., on/near weekends)
- History of being late to work, meetings, appointments
- Misses scheduled appointment during the process without prior permission

- Excessively long breaks, returning from lunch late, leaving work early
- Fails to comply with instructions or orders
- Fails to properly prepare for meetings

### **Poor Personal Accountability and Responsibility**

- Is not accountable for his/her performance
- Blames others for improper actions
- Fails to analyze prior mistakes or problems to improve performance
- Disciplined by any employer (including military) for gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations
- History of involuntary dismissal (for any reason other than lay-off)
- Conducts unauthorized personal business while on duty
- Failure to exercise fiscal responsibility commensurate with income
- Past due accounts, discharged debts, late payments, collection accounts, civil judgments, and/or bankruptcy
- History of flagrant financial instability, such as multiple personal bankruptcies, financial obligations for which legal judgments have not been satisfied, etc.
- Failure to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations)

### **Failure to Safeguard and Maintain Property, Equipment, and Belongings**

- Fails to safeguard property entrusted to him/her
- Fails to maintain equipment
- Loses valuable information

### **Lack of Orderliness, Thoroughness, and Attention to Detail**

- Pattern of disorganization in work, school, etc.
- Fails to attend to details (e.g., typos, missing/incorrect information)
- Fails to attend to all aspects of projects and activities to be sure they are completed
- Motor vehicle collisions due to inattentiveness
- Overlooks or misinterprets instructions on PHS and other documents
- Fails to properly recall instructions/directions provided previously
- Cannot properly recall pertinent/important details related to personal history
- Problems at school, work, driving due to poor attention/vigilance

### **Lack of Initiative and Drive**

- Gives up in the face of long hours or other difficult working conditions
- Fails to keep current on new rules, procedures, etc.
- Does not initiate proper action unless given explicit instructions
- Fails to ensure that the job is performed correctly
- Procrastinates
- Watches the clock rather than attending to task accomplishment
- Gives up or cuts corners when faced with obstacles
- Performs job duties in a perfunctory manner, expending minimum amount of effort

### **General Conscientiousness**

- Resigns without notice (except where the presence of a hostile work environment is alleged)
- Resigns in lieu of termination (except where a hostile work environment is alleged)
- Holds multiple paid positions with different employers within a relatively brief period of time (excluding military, and students who attend school away from their permanent legal residence)
- Reprimanded or counseled for poor work performance (including military service)
- Terminated or suspended from work
- Other than honorable discharge from military
- Released from probationary employment status except for reduction in force
- Poor record of academic achievement

### **INTERACTIONS WITH OTHERS**

- 7. Interpersonal Skills.** This involves interacting with others in a tactful and respectful manner, and showing sensitivity, concern, tolerance, and interpersonal effectiveness in one's daily interactions.

#### **INDICATORS:**

**Social Insensitivity.** The ability to “read” people and awareness of the impact of one's own words and behavior on others.

- Provokes others by officious bearing, gratuitous verbal challenge, or through physical contact
- Antagonizes others
- Uses profanity and other inappropriate language

- Incidents of domestic violence, use of verbal or physical abuse, or violence toward others
- Use of physical force to resolve disputes
- Demonstrated overreaction to criticism

**Lack of Social Interest and Concern.** Interest and concern for others.

- Baits people; takes personal offense at comments, insults, or criticism
- Evidence of inability to get along with others in work or personal life
- Makes rude and/or condescending remarks to or about others
- Source of customer/citizen complaints
- Argumentative; loner; bully

**Intolerance.** Lack of tact and impartiality in treating all members of society.

- Makes hasty, biased judgments based on physical appearance, race, gender, or other group membership characteristics
- Refuses to listen to explanations of others
- Inability to recognize how one's own emotions/behavior affect situations and others
- Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic, or sexual harassment or discrimination
- During the hiring/background process, uttering any epithet derogatory of another person's race, religion, gender, national origin, or sexual orientation
- Makes inappropriate comments to or about others regarding personal characteristics as well as derogatory comments about specific groups (racial, gender, sexual orientation, proficiency with the English language, immigrant status, HIV/AIDS infection, religion, transgender, social status)
- Evidence of the use of derogatory stereotypes in jokes or daily language
- Sexual harassment/hostile work environment incidents

**Poor Social Self Confidence/Lack of Persuasiveness.** Inability and discomfort approaching individuals, and in confronting and reducing interpersonal conflict.

- Avoids confrontations at all costs
- Intimidated by others
- Minimizes or avoids interactions with others
- Escalates situations by overreacting
- Fails to diplomatically offer ideas or persuade others to adopt desired course of action
- Disruptive/challenging to authority

- Use of harassment, threats, or intimidation to gain an advantage
- Succumbs to peer pressure

**Poor Teamwork.** Inability to work effectively as a member of a team.

- Resents successes and accomplishments of team members
- Does not assist or request assistance from team members
- Alienates colleagues by dominating interactions and activities
- Gossips, criticizes, and backstabs colleagues and coworkers
- Fails to achieve or maintain trust with peers, supervisors, and clients

## INTELLECTUALLY-BASED ABILITIES

**8. Decision-Making and Judgment.** The ability to make timely, sound decisions, especially in dangerous, pressure-filled situations, and/or where information is incomplete and/or conflicting. Able to size up situations quickly to determine appropriate action. It also involves the ability to sift through information to glean that which is important and, once identified, to use that information effectively.

### INDICATORS:

#### **Situation/Problem Analysis**

- Unable to step into a situation and figure out what probably led up to that point in time, as well as what is likely to happen as the situation unfolds
- Tunnel vision; does not see the big picture when analyzing information
- Fails to identify patterns and implications when analyzing information
- Failure to consider available information or appropriate options
- Naive, overly trusting, easily duped
- Spends too much time on minor issues - unable to set priorities

#### **Poor Adherence to Policies and Regulations**

- Failure to consider organizational policies and regulations when making decisions
- Fails to use appropriate judgment and discretion in applying regulations and policies; cannot distinguish between the letter and the spirit of rules and laws
- Rigid adherence to rules without consideration of alternative information; needs directives to be in black and white

#### **Poor Response Appropriateness**

- Poor judgment in knowing when to confront—and when to back away from—potentially volatile situations
- Overbearing approach to resolving problems
- Escalates problems by under or over-reacting

- Uses force when unnecessary or inappropriate
- Indecision or poor decisions when options are not clear-cut
- Paralyzed by uncertainty or ambiguity; insecure about making a decision

#### **Poor Response Assessment**

- Unable or unwilling to make “midcourse corrections” on initial course of action when presented with new information or when circumstances change
- Fails to apply lessons learned from past mistakes

- 9. Learning Ability.** Ability to comprehend and retain a good deal of information, to recall factual information, and to apply what is learned.

#### **INDICATORS:**

- Dismissal or probation from school, or other indication(s) of poor academic performance
- Dismissal from a POST-certified Basic Academy, and no subsequent effort to improve in the deficient areas
- Pattern of making repeated mistakes when faced with similar problems and negative situations, in and outside of learning environments

- 10. Communication Skills.** Ability to make oneself understood, both orally and in writing.

#### **INDICATORS:**

##### **Oral Communication**

- Speech is difficult to understand
- Responses to questions are rambling, confused, and/or disorganized
- Expresses thoughts and emotions inappropriately through facial gesture and body language
- Discussions of topics are incomplete, inappropriate, and/or filled with a lot of unnecessary/irrelevant details
- Fails to understand both explicit and implied messages and responds accordingly
- Does not listen well, thereby missing the point of what others are saying

##### **Written Communication**

- Illegible handwriting
- Poor grammar, punctuation, and/or spelling
- Written communications are incomplete, disorganized, unclear, and/or inaccurate
- Written responses to Personal History Statement items are inappropriate, incomplete, or otherwise difficult to decipher

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## Chapter Three

### LEGAL QUALIFICATIONS AND STATUTORY FRAMEWORK

The background investigation of peace officers and public safety dispatchers is one part of a larger pre-employment screening process dictated by California law and POST regulations. In addition to the background investigation, the process must include a written examination, hiring interview, medical examination, and (for peace officers) a psychological examination. The statutory and regulatory requirements – particularly those that have an impact on the conduct of background investigations – for screening peace officers and public safety dispatchers are reviewed here.

#### OVERVIEW OF PRE-EMPLOYMENT SCREENING REQUIREMENTS

The selection standards for peace officers and public safety dispatchers are summarized below. The codes and regulations are provided and annotated in Table 3-1 (located at the end of this chapter).

##### Peace Officers

**Government Code Section 1031** establishes minimum selection standards for peace officers. It includes minimum criteria on citizenship, age, and education. It also requires that applicants be fingerprinted as part of the search of local, state, and national files to disclose any criminal record, be found of good moral character as determined by a thorough background investigation, and be found free of any physical, emotional, or mental condition based on a medical and psychological examination. These specific requirements are further defined in **Commission Regulation 1002**. In addition, this regulation stipulates that peace officer candidates be interviewed by the hiring agency and demonstrate adequate reading and writing ability.

**Government Code Section 1029(a) and (b)** stipulates that individuals who have been convicted of a felony, as well as felony-level and felony-related offenses, are prohibited from becoming peace officers<sup>8</sup>. Similarly, **Penal Code Section 12021(c)** includes a list of misdemeanors that result in a ten-year firearm ban, which prevent an individual's ability to perform essential peace officer job functions. Similarly, **U.S. Code Title 18 § 922(d)(9)** stipulates that individuals who have been convicted of domestic violence cannot possess a firearm.

##### Public Safety Dispatchers

**Penal Code Section 13510(c)** authorizes POST to establish minimum standards for recruiting and training public safety dispatchers working in agencies that participate in the POST program. It does so in **Commission Regulation 1018**. In contrast to peace officer standards, there are no statutory minimum age, education, or citizenship requirements specific to public safety dispatchers, no statutory requirements related to felony or misdemeanor convictions, and no requirement to conduct psychological screening. The screening standards for public safety dispatchers are limited to the conduct of a background investigation, medical examination, an evaluation of oral

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<sup>8</sup> Juvenile convictions, even those that would amount to a felony as an adult, are not covered under Government Code Section 1029, and are therefore not an *automatic* bar to appointment as a peace officer.

communication skills, and a verbal, reasoning, memory, and perceptual abilities assessment.

## **BACKGROUND INVESTIGATIONS OF PEACE OFFICERS AND PUBLIC SAFETY DISPATCHERS**

The background investigation of both peace officers and public safety dispatchers must include (1) a DMV record check, (2) a fingerprint check, and (3) documentation that these checks do not demonstrate behavior incompatible with the performance of the duties of the position being sought. There are additional statutory minimum requirements for peace officers but *not* public safety dispatchers, including those that deal with age, education, citizenship, or legal history (e.g., felony convictions), and the conduct of a psychological examination.

Background investigations must be conducted on all candidates for these two classifications, including new hires, reappointments (i.e., rehires after any break in service), laterals, and those who are internally reclassified to a peace officer status requiring higher training and appointment standards (e.g., reserve officer to regular peace officer).<sup>9</sup> Local agency policy cannot override this requirement.

The scope and depth of an updated background investigation (for rehires and those who have been reclassified) will depend in good part on the length of time that has elapsed since the last background. It should include, at a minimum, an inspection of the original investigation to ensure that a thorough background was conducted and that all required supporting documents (e.g., birth certificates, transcripts, fingerprints, etc.) are still in the agency's possession. Anything that may have changed since the completion of the original background (e.g., credit history, driving records, employment history, military record, legal history) should be investigated. It may also be necessary to resubmit fingerprints.

### **Commission Procedure C-1: Background Investigations**

Commission Procedure C-1 details the nature and scope of the background investigation and the required sources of information for both peace officers and public safety dispatchers. For peace officers these sources of information are required. For dispatchers, some of these sources are required, others are only recommended. However, these recommendations reflect the importance of conducting a complete, thorough, and legally defensible background for public safety dispatcher applicants, despite the minimal statutory requirements for this position. Nevertheless, since these are recommendations rather than requirements, agencies must decide to what degree their background investigations will exceed the minimums required by law.

Commission Procedure C-1 also stipulates that the background investigations must be completed prior to appointment, that it begin with the applicant's completion of a personal history questionnaire, and that written documentation of the investigation be created and retained in the individual's personnel file. It also admonishes the employer against making any medical or other inquiries prior to a conditional offer of employment

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<sup>9</sup> Individuals who, as a result of a personnel hearing or court decision, are reinstated or restored as "whole" need not undergo another background investigation.

in violation of the Americans with Disabilities Act and the California Fair Employment and Housing Act.

**Commission Procedure C-1-3** stipulates that a personal history questionnaire for both peace officers and public safety dispatchers include the following categories of inquiry:

- Personal Identifying Information
- Relatives and Other References
- Educational History
- Residential History
- Employment History
- Military History
- Financial History
- Legal History
- Driving History
- Other Topics related to assessing moral character

**Commission Procedure C-1-4 and C-1-5** lists the required sources of information for peace officers and public safety dispatchers, respectively. Specifics on the investigation of these areas are covered in Chapter 5: Areas of Investigation.

### **Commission Procedure C-2: Medical and Psychological Suitability Examinations**

Commission Procedure C-2 provides the requirements for the medical and psychological suitability examinations for peace officer applicants, in compliance with Government Code Section 1031(f) and Commission Regulation 1002(a). Although not targeted to public safety dispatchers, Procedure C-2 provides guidance on the conduct of mandatory medical screening and optional psychological screening for this classification as well. These examinations must be conducted within one year prior to date of appointment, by physicians and psychologists who meet the education and experience requirements stipulated in Government Code Section 1031.

Medical (and, for peace officers, psychological) evaluations must be conducted for **all** candidates, including new hires, laterals, and reappointments after any break in service, unless the original evaluation at that agency was conducted within the past year. Those who are internally reclassified to a peace officer status requiring higher training and appointment standards (e.g., reserve officer to regular officer) must undergo an updated medical and psychological evaluation as described in Procedure C-2.

Medical and psychological examinations must be conducted *after* a conditional offer of employment has been extended (in contrast to the background investigation, which is primarily conducted pre-offer). As discussed in Chapter 4: The Background Investigation Process (Step 11: Medical and Psychological Examinations), the background investigator, examining physician, and examining psychologist can and should work cooperatively, as necessary, to ensure that each has complete information upon which to make their respective assessments of the applicant.

## Disclosure Provisions: Differences and Similarities between Peace Officers & Public Safety Dispatchers

There are several statutory provisions that allow investigators greater access to background information of peace officer applicants, and other statutes that allow special access to information from past and current employers of both peace officers and public safety dispatchers. These include:

- **Deferred entry of judgment:** [Penal Code Section 1000.4\(a\)](#) allows those who have successfully completed a deferred entry of judgment program to refrain from disclosing any arrest or criminal record associated with that offense. Public safety dispatcher candidates fall under this protection; however, [Penal Code Section 1000.4\(b\)](#) specifically exempts peace officers (who must therefore disclose this information).
- **Expungements:** [Penal Code Section 1203](#) permits those who have dismissed convictions for certain misdemeanors to refrain from reporting these as part of their criminal record. However, a provision of this statute specifically excludes applicants for public employment – including peace officers **and** public safety dispatchers - from this protection.
- **Arrests and detentions:** [Labor Code Section 432.7](#) prohibits employers from considering an arrest (or detention) that did not result in a conviction. However, a provision in this statute permits employers to consider arrests and detentions in the case of peace officer applicants as well as other applicants of criminal justice agencies (including dispatchers) as defined in the Penal Code.
- **Compelled disclosure of employment information:** [Government Code Section 1031.1](#) established procedures by which employers are legally obligated to furnish specified information in a peace officer pre-employment background investigation; this obligation does not extend to employers of public safety dispatcher candidates.

These disclosure differences should serve to caution investigators against making unnecessarily invasive inquiries, especially of dispatcher applicants. Close consultation with the agency's legal counsel is critical.

## EMPLOYMENT DISCRIMINATION LAWS AND REGULATIONS

There are ever-increasing numbers of laws and regulations – both federal and state - that govern the personnel practices of all employers, including [Title VII of the Civil Rights Act \(CRA\) of 1964](#) (as amended), the [Age Discrimination in Employment Act \(ADEA\) of 1967](#), the [Americans with Disabilities Act \(ADA\) of 1990](#), and the [California Fair Employment and Housing Act \(FEHA\)](#). They all share a common purpose: to prohibit *unfair discrimination* in employment and provide equal opportunity for all. Unfair

discrimination occurs when employment decisions are based on any *protected class*, including race, gender, religion, ethnicity, national origin, or ancestry, age, disability, political affiliation, (and in California) pregnancy, medical condition, marital status, and sexual orientation, rather than on job-relevant knowledge, skills, abilities, and other characteristics.

Unfair discrimination can take two forms: *Disparate Treatment* or *Disparate Impact*. **Disparate treatment** occurs when an applicant from a protected class is treated differently than other applicants during the hiring process. Employers are vulnerable to allegations of disparate treatment when their selection inquiries and practices are inconsistent and irrelevant to the applicant's ability to perform the job. In *Weiner v. County of Oakland*,<sup>10</sup> for example, the court ruled that the questions asked specifically of a female applicant for a correctional officer position were inappropriate, such as whether she could work with aggressive young men, whether her husband approved of her working, and whether her family would be burdened if she needed to change her normal household chores as a result of the job. In another case, the female applicant for a position in the all-male Hampton Beach Meter Patrol was asked whether she had experience using a sledgehammer, and if she could participate in stake-outs and make unassisted arrests. Not surprisingly, the court could find no relationship between the questions asked and the job of writing citations and collecting money from parking meters.<sup>11</sup>

Background investigators should carefully evaluate the relevance of their inquiries, especially those that focus on or single out individuals based on their protected class status. For example, asking applicants questions such as “*What is your religion?*” “*What church do you attend?*” “*What is your political affiliation?*” “*Are you a homosexual?*” “*What is your race?*” “*Are you pregnant?*” “*Do you plan to have children? If so, when?*” invite charges of intentional, disparate treatment. Although there are certain statutory allowances for screening peace officer applicants, questions in even these areas are ill advised unless they are sufficiently related to an essential job function.

**Disparate impact** occurs when a seemingly neutral standard or practice results in a substantially different rate of selection that works to the disadvantage of members of a protected class.<sup>12</sup> For example, a height standard can disqualify a disproportionate percentage of women and certain minorities; standards related to credit history or arrest records tend to target certain minorities in disproportion to their percentage of the population. Any selection procedure that causes disparate impact may only be used if it can be demonstrated that it is **job-related and consistent with business necessity** (i.e., essential to the safe and efficient operation of the agency).

Although these laws impose restrictions on the types of information that can be collected, the timing of investigations, and the manner in which decisions can be made and justified, it is important to remember that no federal or state statute, court decision, or binding public policy requires an employer to hire unqualified persons or to lower job relevant, legitimate employment standards. The most important way to ensure that the

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<sup>10</sup> *Weiner v. County of Oakland*, 14 FEP 380 (1976).

<sup>11</sup> *King v. New Hampshire Department of Resources and Economic Development* 1977 CA1 562 F2d 80

<sup>12</sup> Disparate impact is normally indicated when the selection rate for one group is less than 80% (4/5) that of another.

background investigation process is legally acceptable is to focus only on that which is necessary for determining if a candidate meets lawful position requirements and standards. Background investigators must therefore be fully familiar with and able to articulate all aspects of the peace officer job and the relationship to their inquiries. Agency policy should ensure consistency in the manner in which background information is collected and evaluated, yet allow flexibility to handling each applicant individually, as necessary.

## PRIVACY AND CONFIDENTIALITY LAWS

[Article 1 of the California Constitution](#) grants the citizens of the state the right of privacy. As a result, prospective employers are specifically prohibited from asking for unnecessarily intimate or personal information; they are also required to use the least invasive means necessary to gather any intrusive information that can be justified as necessary. Generally, the more intimate or personal the information, the more justified is the expectation that it will not be subject to public scrutiny.<sup>13</sup>

Despite privacy protections, courts have paid great deference to the need for intrusive questioning of law enforcement applicants - and peace officer applicants in particular - in light of the serious and often dangerous nature of the job and the inherent responsibility for carrying a firearm and protecting the public. However, this deference has been shown to have limits. For example, in *Thorne v. City of El Segundo*,<sup>14</sup> the court sided with a rejected peace officer applicant who was asked questions about her extra-marital affairs, abortions, and other “private, non-job-related considerations.”

In addition to limiting information to only that which is necessary, agencies must also establish procedures and precautions to prevent unwarranted disclosure of private and otherwise sensitive information. All information provided by the applicant in the Personal History Statement and throughout the background investigation is **private** and should be treated as **confidential**. No portion of the investigation should be revealed to persons other than those who are specifically authorized to receive and evaluate the results.

California law also protects the privacy rights of those who provide confidential information for investigative or employment purpose. These rights are described in detail in connection with contacting references in Chapter 5 - Areas of Investigation and the Personal History Statements.

Procedures that treat questionnaires in a confidential fashion are necessary to ensure that privacy interests of applicants and employees are maintained.<sup>15</sup> All confidential information should be maintained in a secure filing cabinet, with access limited to those involved in the employment decision.

### Confidentiality vs. Legal Privilege

By California law, mandated backgrounds investigations enjoy “absolute privilege”<sup>16</sup>

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<sup>13</sup> *Walls v. City of Petersburg*, 895 F.2d 188, 192 (CA4 1990)

<sup>14</sup> *Thorne v. City of El Segundo*, 726 F.2d 459 (November 21, 1983)

<sup>15</sup> Andrew J. Ruzicho & Louis A. Jacobs, Chapter 4. Selecting New Hires and Promotees, Employment Practices Manual, March 2005.

<sup>16</sup> “Privilege communication” is defined in [Civil Code Section 47](#).

(whether the investigator goes to the other party or the party voluntarily comes to the investigator). In a nutshell, communications protected by absolute privilege may not be introduced in a court proceeding adverse to the privilege-holder's interests. It does not mean that someone cannot be sued over a privileged communication; it means that they are very unlikely to be successfully sued.

Absolute privilege should not be confused with confidentiality. In general, the only legally confidential aspect of communicated background information is the reference's identity: case law, the [California Information Practices Act](#)<sup>17</sup> and even the [Investigative Consumer Reporting Agencies Act](#)<sup>18</sup> protects from disclosure the identity of persons contacted.

It is therefore inappropriate to promise confidentiality that does not exist in the law. What can be promised is that the background investigators' sources of information are protected, as well as any information that could identify those sources.

#### DISABILITY DISCRIMINATION LAWS AND REGULATIONS: THE AMERICANS WITH DISABILITIES ACT (ADA) AND THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)

Confidentiality is never more important than when dealing with medical and disability-related information. In fact, the manner in which disability-related information is acquired, evaluated, and treated is the focus of the federal [Americans with Disabilities Act \(ADA\) of 1990](#) and the [California Fair Employment and Housing Act \(FEHA\)](#). Both statutes' purpose is to prohibit discrimination against qualified individuals with disabilities in hiring and any other aspect of employment.

While a full explanation of these laws and their implications for employment procedures in general is far beyond the scope of this manual, a brief description of the ADA/FEHA and how it may affect the conduct of background investigations is provided below. However, a list of recommended ADA/FEHA resource documents is provided in Additional Resources. In addition, background investigators are urged to consult with their legal counsel and/or ADA Coordinator whenever disability-related issues arise.

**The ADA and FEHA are NOT identical.** Federal and state disability laws differ in terms of who is considered "disabled" (and therefore protected), what can be asked after a conditional job offer is extended and in other ways. In general, the California FEHA affords more protection to the disabled than does the ADA. Where there are differences between the two laws, the one that provides the most protection to the disabled prevails, and it will be those provisions that are discussed below with respect to their impact on background investigations.

#### Who Is Protected

To be protected by ADA/FEHA, individuals must be: (1) disabled, **and** (2) "otherwise qualified" to perform the essential functions of the job (with reasonable accommodation, if necessary). Individuals are "disabled" if they have a physical or mental impairment that limits one or more major life activities, a record of such an impairment, or are regarded as having an impairment. Current users of illegal drugs are not protected; however,

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<sup>17</sup> *Johnson v. Winter* 127 Cal App. 3d 435 and Civil Code Section 1798 et seq.

<sup>18</sup> Civil Code Section 1786 et seq.

individuals who have a history of drug addiction/dependence are. Both current and past alcoholism are protected conditions.

### **Who Is *Not* Protected**

Not all impairments, no matter how disabling, are considered disabilities in the eyes of these laws. The following conditions are expressly **not** protected under ADA and FEHA:

- Physical attributes (e.g., height, weight not related to a medical condition)
- Personality characteristics (e.g., poor judgment)
- Temporary conditions
- Current drug use, or past casual drug use
- Sexual conditions (e.g., homosexuality, bisexuality, transvestitism, transsexualism)
- General stress due to job pressures
- Compulsive gambling
- Kleptomania
- Pyromania

No matter how disabled, applicants must also be *otherwise qualified* in order to be protected by these statutes. To be otherwise qualified, applicants must first meet all statutory and other minimum qualifications. Law enforcement agencies also are well within their rights to require applicants to have law-abiding histories.<sup>19</sup>

To be otherwise qualified, individuals must also be able to do the job, with or without reasonable accommodation. They must be able to do that job without posing a *direct threat*, which is defined as a significant risk of substantial harm to themselves or especially to others (and the threat cannot be reduced by reasonable accommodation). The determination as to whether someone poses a direct threat must be based on medical facts of the situation, rather than merely fear or speculation.

### **Essential Job Functions**

Doing the job is defined as being able to perform the *essential job functions*. Essential functions are those duties that are considered fundamental (as opposed to marginal) to the position. Employers have the right and the responsibility for identifying the essential functions of the job position to serve as the basis for determining applicants' suitability for employment. It is therefore imperative that agencies create and maintain accurate job descriptions, and that background investigators become familiar with these descriptions so that there is a shared, explicit understanding of what it takes to be able to do the job.

In addition to agency job descriptions, POST has conducted analyses of both the peace officer and public safety dispatcher jobs. The resulting descriptions of the duties, tasks, and demands of these jobs are discussed in POST publications such as the Entry-Level Uniformed Patrol Officer Job Analysis: Task Analysis, Chapter 1 (Job Analysis) of the Medical Screening Manual for California Law Enforcement, and the Public Safety Dispatcher Job Analysis.<sup>20</sup>

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<sup>19</sup> *Hartman v. City of Petaluma*, 841 F. Supp. 946 (1994)

<sup>20</sup> These and other POST documents can be downloaded and/or ordered from the POST website at <http://www.post.ca.gov>.

Based in part on these analyses, POST identified attributes and characteristics critical to the safe, effective job performance of both peace officers and public safety dispatchers, and amenable to assessment in the background investigation. The resulting POST background dimensions are fully described in Chapter 2, Peace Officer and Public Safety Dispatcher Background Investigation Dimensions.

### **Reasonable Accommodation**

A reasonable accommodation is defined as “any change or adjustment to a job or work environment that permits an otherwise qualified, disabled applicant to compete for and perform the essential functions of the job.” Reasonable accommodation can take many forms, ranging from allowing extra time on a written test, providing regular breaks to allow an employee to take medications, to allowing a student to use a light or smaller handgun.

Reasonable accommodation is one of the cornerstones of ADA/FEHA, but it is a legally complicated concept. Therefore, should an applicant request reasonable accommodation, a background investigator is well-advised to contact the agency’s ADA coordinator or other appropriate personnel. It is sufficient here to emphasize that: (1) providing reasonable accommodation is a statutory obligation of employers, unless the accommodation would cause an undue hardship to the operation; and (2) decisions surrounding the choice and implementation of any accommodation should be based on individualized assessment, resulting from a constructive discussion with the disabled individual and, when necessary, an appropriate healthcare professional.

### **THE PRE-EMPLOYMENT PROCESS AND THE CONDITIONAL OFFER OF EMPLOYMENT**

Another cornerstone of the ADA and FEHA is the separation of the pre-employment process into two stages, punctuated by a *conditional offer of employment*. A conditional offer of employment (COE) is a written, bona fide job offer that deems the candidate qualified on all assessments conducted to that point, and details the remaining screening steps in the hiring process. An example of such a conditional offer is included in Appendix B.

Prior to extending the applicant a COE, no disability-related inquiries can be asked on forms or in interviews, nor can such information be sought from third parties (e.g., past employers, references). Disability-related questions include asking applicants if they have had a particular disability or suffered from a mental condition. Questions about a history of worker’s compensation claims or job-related injuries are also forbidden pre-offer, since these types of questions may elicit disability-related information. General questions that are likely to elicit disability-related information are also prohibited pre-offer, such as, “*What impairments do you have?*” “*Have you ever been hospitalized?*” or “*What medications do you take?*”

### **The Pre-Conditional Offer Stage: Specific Areas of Investigation**

#### **EMPLOYMENT HISTORY**

It is acceptable at any time to ask applicants about employment history, including questions about the circumstances of any gaps or sudden departures of employment. This is permitted even if the applicant was unemployed or terminated because of disability-

related reasons. It is also permissible to ask pre-offer questions about previous attendance records (e.g., “*How many days were you absent from your last job?*”). Although it is not permissible to ask pre-offer questions about the number of days an applicant missed work in a previous job due to illness, it is legal to ask questions involving abuse of leave (e.g., “*How many Mondays and Fridays were you absent last year other than approved time off?*”).

## SUBSTANCE ABUSE

A history of drug addiction or dependence is considered a disability; therefore, questions that could reasonably be expected to elicit this information are prohibited, such as “*Have you ever been addicted to drugs?*” or “*Have you ever been treated for drug addiction?*” Questions that address extent of past drug use are also prohibited, such as “*How many times have you used illegal drugs in your life?*” or, “*How often did you use illegal drugs in the past?*”

Current drug use does not fall under the protection of the ADA/FEHA; however, there is no clear-cut definition of “current;” rather, the EEOC merely states that “current is to be considered “...recently enough to justify an employer’s reasonable belief that involvement with drugs is ongoing.”<sup>21</sup> The POST Personal History Statement uses six months as a benchmark for questions on current illegal drug use; however, this time frame is intended as a rule of thumb rather than a legally sanctioned standard.

Individuals with a past history of recreational or casual drug use also fall outside the protection of the law. Therefore, narrowly-defined questions about past drug use that do not address frequency or extent of use are permissible pre-offer. The POST Personal History Statements include examples of such questions. Any additional pre-offer questions on this topic should not be considered without the input of legal counsel.

Unlike illegal drug use, current *and* past alcoholism are protected. Therefore, alcohol tests are prohibited prior to the COE. No pre-offer questions may be asked regarding the extent of the applicant’s use of alcohol or other aspects of alcoholism. For example, applicants may not be asked pre-offer how much they drink. However, questions about *social* use of alcohol are permissible, as are inquiries about their (job-relevant) behavior, even if that behavior was a result of drunkenness. For example, it is legal to ask about DUIs pre-COE, as well as whether they have been late to or absent from work because of alcohol (or drug) use.

## *WHY CAN’T THE BACKGROUND INVESTIGATION SIMPLY BE DEFERRED UNTIL AFTER A COE HAS BEEN EXTENDED?*

For the COE to be considered “bona fide” (i.e., real), employers must evaluate all relevant non-medical information that they reasonably can obtain and analyze prior to extending the offer.<sup>22</sup> Although there are certain background inquiries that touch on disability-related issues (e.g., extent of illegal drug use, alcoholism), most inquiries made during the course of the investigation do not. Therefore, **most of the background investigation should be collected prior to a COE in order to determine whether the**

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<sup>21</sup> EEOC Technical Assistance Manual on the Employment Provisions (Title I) of the ADA, 1992, EEOC-M-1A.

<sup>22</sup> [ADA Enforcement Guidance: Pre-Employment Disability-Related Questions and Medical Examination, U.S. EEOC, October 1995.](#)

**applicant is otherwise qualified.**<sup>23</sup> However, the COE itself should state that the applicant has *provisionally* passed the background investigation, and that additional background information may be investigated at the post-offer stage which could, if warranted, result in the withdraw of the job offer.

*WHAT IF THE APPLICANT OR OTHER INDIVIDUALS VOLUNTEER DISABILITY-RELATED INFORMATION AT THE PRE-OFFER STAGE?*

The background investigator may discover protected information pre-offer, either because an applicant or others volunteer disability-related information, or in the course of record reviews. If disability-related information is discovered pre-offer, background investigators may document the information and follow-up and/or disclose it to the appropriate person after a COE is extended. It is unlawful to use that information as a reason for not hiring the person unless the employer can provide a legal defense.

**The Post-Conditional Offer Stage**

After a COE has been extended, medical and disability related inquiries and examinations are permissible. However, all such questions must be job-related and consistent with business necessity, and all applicants must be subjected to the same basic inquiries. Note that a job offer revoked at this stage may be assumed to be due to disability-related reasons; therefore, an employer may be required to show that the applicant is unqualified or poses a direct threat.

Medical and other disability-related information must be treated with extreme confidentiality. Screening physicians, psychologists and even background investigators should only disclose such information to others involved in the hiring process (including each other) on a need-to-know basis.<sup>24</sup> This information must be kept confidential and stored in a separate, secure medical file -- not with the employee's regular personnel file. Access by others should be strictly limited. The law allows access to this type of information by only a few selected individuals, including: (1) supervisors or managers, who may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations; (2) first-aid and safety personnel, who may be informed if a disability will require emergency treatment; (3) government officials investigating compliance with ADA/FEHA; and (4) state workers' compensation fund employees or representatives of insurance companies<sup>25</sup>.

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<sup>23</sup> [\*Leonel v. American Airlines, Inc.\*](#) (9<sup>th</sup> Cir. 2005) 400 F.3d 702.

<sup>24</sup> Anne H. Williams, ADA from A to Z, M. Lee Smith Publishers, LLC, Brentwood, TENN. 2002.

<sup>25</sup> Note that access to this information does not include candidates themselves.

**Table 3-1: BACKGROUND INVESTIGATION CODES AND REGULATIONS**

LAW / REGULATION	NOTES / COMMENTS
<p style="text-align: center;"><b>PEACE OFFICERS</b></p> <p style="text-align: center;"><u><b>Government Code Section 1031</b></u></p> <p>Each class of public officers or employees declared by law to be peace officers shall meet all of the following minimum standards:</p> <ul style="list-style-type: none"> <li>(a) Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.</li> <li>(b) Be at least 18 years of age.</li> <li>(c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.</li> <li>(d) Be of good moral character, as determined by a thorough background investigation.</li> <li>(e) Be a high school graduate, pass the General Education Development Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school meeting the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education. This subdivision shall not apply to a public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of that amendment to be peace officer positions.</li> <li>(f) Be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer. <ul style="list-style-type: none"> <li>(1) Physical condition shall be evaluated by a licensed physician and surgeon.</li> <li>(2) Emotional and mental condition shall be evaluated by either of the following: <ul style="list-style-type: none"> <li>(A) A physician and surgeon who holds a valid California license to practice medicine, has successfully completed a postgraduate medical residency education program in psychiatry accredited by the Accreditation Council for Graduate Medical Education, and has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued after completion of the psychiatric residency program.</li> <li>(B) A psychologist licensed by the California Board of Psychology who has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued post doctorate.</li> </ul> </li> </ul> </li> </ul> <p>The physician and surgeon or psychologist shall also have met any applicable education and training procedures set forth by the</p>	<p><i>GC 1031 establishes <b>minimum</b> selection standards for peace officers. They include:</i></p> <p><i>Citizenship – <a href="#">GC 24103</a>, <a href="#">GC 241(a) and (b)</a>, and <a href="#">VC 2267</a> impose additional citizenship requirements for CHP, deputy sheriffs, deputy marshals, and deputy constables – see Chapter 5 – “Citizenship”</i></p> <p><i>Age – see Chapter 5 – “Birth Place and Birth Date”</i></p> <p><i>Fingerprints – to assess legal history and moral character – see Chapter 4, Step 5 – “Collect &amp; Submit Candidate Fingerprints” &amp; Chapter 5 – “PHS Section 8: Legal”</i></p> <p><i>Education – must have at least a U.S. high school diploma, GED, or California High School Proficiency Certificate, or a 2 or 4 year degree from an accredited college or university – see Chapter 5 – “PHS Section 3: Education”</i></p> <p><i>Procedures for the conduct of the Medical and Psychological Examination are contained in <a href="#">Commission Procedure C-2: Medical and Psychological Suitability Examinations</a></i></p> <p><i>Appropriate and lawful record keeping and interactions between background investigators and screening physicians and psychologists, are discussed in Chapter 4 – “Step 11: Psychological and Medical Examinations”</i></p>

LAW / REGULATION	NOTES / COMMENTS
<p>California Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.</p> <p>(g) This section shall not be construed to preclude the adoption of additional or higher standards, including age.</p> <p>(h) This section shall become operative on January 1, 2005.</p> <p><b><u>Government Code Section 1029 (a) and (b)</u></b></p> <p>(a) ... each of the following persons is disqualified from... being employed as a peace officer of the state, county, city, city and county or other political subdivision, whether with or without compensation...</p> <ol style="list-style-type: none"> <li>(1) Any person who has been convicted of a felony.</li> <li>(2) Any person who has been convicted of any offense in any other jurisdiction which would have been a felony if committed in this state.</li> <li>(3) Any person who, after January 1, 2004, has been convicted of a crime based upon a verdict or finding of guilt of a felony by the trier of fact, or upon the entry of a plea of guilty or nolo contendere to a felony. This paragraph shall apply regardless of whether, pursuant to subdivision (b) of Section 17 of the Penal Code, the court declares the offense to be a misdemeanor or the offense becomes a misdemeanor by operation of law.</li> <li>(4) Any person who has been charged with a felony and adjudged by a superior court to be mentally incompetent ...</li> <li>(5) Any person who has been found not guilty by reason of insanity of any felony.</li> <li>(6) Any person who has been determined to be a mentally disordered sex offender...</li> <li>(7) Any person adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a state institution...</li> </ol> <p>(b) (1) A plea of guilty to a felony pursuant to a deferred entry of judgment program ... shall not alone disqualify a person from being a peace officer unless a judgment of guilty is entered ...</p> <p>(2) A person who pleads guilty or nolo contendere to, or who is found guilty by a trier of fact of, an alternate felony-misdemeanor drug possession offense and successfully completes a program of probation ... shall not be disqualified from being a peace officer solely on the basis of the plea or finding if the court deems the offense to be a misdemeanor or reduces the offense to a misdemeanor.</p> <p><b><u>Penal Code Section 12021(c)</u></b></p> <p><b>[Specified convictions; narcotic addiction; condition of probation; restrictions on firearms possession; punishment; employment needs; relief from prohibition; justifiable violations]</b></p>	<p><i>Reinforces that these are minimum standards.</i></p> <p><i>This list is provided for information only; background investigators need not concern themselves with the details therein, as the DOJ and FBI will stipulate the eligibility of the candidate in their response to fingerprint submittals. However, <b>background investigators must ensure that there is no need to resubmit fingerprints prior to filing the report in the candidate's file.</b></i></p> <p><i>PC12021 disqualifies those who have committed specific misdemeanors for 10 years from possessing a firearm, which may preclude candidates from peace officer status. However, DOJ/FBI indicates candidate eligibility in their returns of fingerprint records.</i></p>

LAW / REGULATION	NOTES / COMMENTS
<p style="text-align: center;"><u><a href="#">U.S. Code Title 18 § 922(d)(9)</a></u></p> <p>(d) It shall be unlawful for any person to sell or otherwise dispose of any firearm or ammunition to any person knowing or having reasonable cause to believe that such person ... has been convicted in any court of a misdemeanor crime of domestic violence.</p> <p>(g) It shall be unlawful for any person ... who has been convicted in any court of a misdemeanor crime of domestic violence ... to possess any firearm or ammunition.</p> <p style="text-align: center;"><u><a href="#">Commission Regulation 1002</a></u></p> <p><b>Minimum Standards for Peace Officer Employment</b></p> <p>(a) Every peace officer employed by a department shall be selected in conformance with the following requirements as determined by a thorough background investigation. The background investigation shall be conducted as prescribed in PAM Section C-1. The background investigation shall be completed on or before the appointment date.</p> <ol style="list-style-type: none"> <li>(1) Felony Conviction. Government Code section 1029(a)(1). Employment of convicted felons is prohibited.</li> <li>(2) Fingerprint and Criminal History Check. Government Code sections 1030 and 1031(c). Fingerprinting and search of local, state, and national files to reveal any criminal records.</li> <li>(3) Citizenship. Government Code sections 1031(a) and 1031.5. Citizenship requirements for peace officers. Government Code section 24103. Citizenship requirements for deputy sheriffs and deputy marshals. Vehicle Code section 2267. Citizenship requirements for California Highway Patrol officers.</li> <li>(4) Age. Government Code section 1031(b). Minimum age of 18 years for peace officer employment.</li> <li>(5) Moral Character. Government Code section 1031(d). Good moral character as determined by a thorough background investigation.</li> <li>(6) Education. Government Code section 1031(e). Be a United States high school graduate, pass the General Education Development Test (GED) indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be a United States public school that meets the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education.</li> </ol> <p>(b) Every peace officer candidate shall successfully complete the following evaluations prior to the appointment date:</p> <ol style="list-style-type: none"> <li>(1) Medical and Psychological Suitability Examinations. Government Code section 1031(f). Examination of physical, emotional, and mental conditions. The examinations shall be conducted as prescribed in the PAM, section C-2.</li> <li>(2) Interview. Be personally interviewed prior to employment by the department head or a representative(s) to determine the person's suitability for law enforcement service, which</li> </ol>	<p><i>Those convicted of domestic violence cannot possess a firearm, which may preclude candidates from peace officer status.</i></p> <p><i>This POST regulation serves to implement <a href="#">GC 1031</a>, and incorporates <a href="#">Commission Procedure C-1</a> in those regulations by reference.</i></p> <p><i>Note that the background investigation <b>must</b> be completed before placement on the job.</i></p> <p><i><a href="#">GC 1031.5</a> stipulates that, in order to meet or maintain peace officer status, permanent resident aliens must obtain citizenship status within three years of application.</i></p> <p><i><a href="#">VC 2267</a> requires citizenship of CHP officers. <a href="#">GC 24103</a> requires that deputy sheriffs and deputy marshals shall be U.S. citizens and California residents. See Chapter 5 – “Citizenship”</i></p> <p><i>Note the four ways to meet the education requirement: (1) U.S. high school diploma; (2) GED Certificate; (3) California High School Proficiency Certificate; or (4) a degree from a 2 or 4-year college or university. To meet this requirement, an educational institution must be accredited by an association recognized by the Secretary of the U.S. Dept. of Education - see Chapter 5 – “PHS Section 3- Education”</i></p> <p><i>Medical and psychological screening requirements are included in Commission Procedure C-2: Medical and Psychological Suitability Examinations. These examinations are to be conducted after a conditional offer of employment.</i></p>

LAW / REGULATION	NOTES / COMMENTS
<p>includes, but is not limited to, the person's experience, problem solving ability, communications skills, interest/motivation, interpersonal skills, and community involvement/awareness. This regulation may be satisfied by an employee of the department participating as a member of the person's oral interview panel.</p> <p>For assistance in constructing and administering an oral interview, refer to the POST document <i>Interviewing Peace Officer Candidates: Hiring Interview Guidelines - 2003</i>.</p> <p>(3) Reading and Writing Ability. Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability. Peace officer candidates who have completed the Regular Basic Course or the Specialized Investigator's Basic Course are not required to complete reading and writing assessments. Reserve peace officer candidates are not required to complete reading and writing assessments.</p> <p>(c) All requirements set forth in Regulations 1002(a) shall apply to each lateral entrant, with the exception of the Regulation 1002 (b)(3) requirement, regardless of the rank to which the person is appointed, unless waived by the Commission.</p>	<p><i>The POST Hiring Interview Guidelines can be downloaded from the POST website: <a href="http://www.post.ca.gov">www.post.ca.gov</a>.</i></p> <p><i>Reserve officer candidates and candidates who have completed the Basic Course or the Specialized Investigator's Basic Course are not required to take the reading and writing test.</i></p> <p><i>Lateral candidates (i.e., those who have completed the Basic Course and are or were employed as a peace officer at another California law enforcement agency) are not required to take the reading and writing test.</i></p>
<p style="text-align: center;"><b>PUBLIC SAFETY DISPATCHERS</b></p> <p style="text-align: center;"><u><b>Penal Code Section 13510(c)</b></u></p> <p>(c) For the purpose of raising the level of competence of local public safety dispatchers, the commission shall adopt, and may from time to time amend, rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies ...which standards shall apply to those cities, counties, cities and counties, and districts receiving state aid ...</p> <p>These standards also shall apply to consolidated dispatch centers operated by an independent public joint powers agency ... when providing dispatch services to the law enforcement personnel..."primary responsibility" refers to the performance of law enforcement dispatching duties for a minimum of 50 percent of the time worked within a pay period.</p> <p>(d) Nothing in this section shall prohibit a local agency from establishing selection and training standards that exceed the minimum standards established by the commission.</p>	<p><i>PC 13510 authorizes POST to establish minimum standards for public safety dispatchers whose employers participate in the POST public safety dispatcher program.</i></p> <p><i><u>Commission Regulation 1001</u> defines a public safety dispatcher as "anyone who is employed full-time or part-time to perform duties that include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel."</i></p> <p><i>Reinforces that these are minimum standards.</i></p>

LAW / REGULATION	NOTES / COMMENTS
<p style="text-align: center;"><b><u>Commission Regulation 1018</u></b> <b>Public Safety Dispatcher Programs</b></p> <p>(c) Minimum Selection Standards for Public Safety Dispatchers.</p> <p>Every public safety dispatcher shall be subject to the following requirements:</p> <ol style="list-style-type: none"> <li>(1) Background Investigation: A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall be conducted as prescribed in PAM section C-1.</li> <li>(2) Medical Examination: A medical examination shall be conducted before hire to verify the absence of any medical condition that would preclude the safe and efficient performance of dispatcher duties. The department shall retain the signed written verification that the medical examination was conducted by a licensed physician and surgeon, in accordance with this requirement.</li> <li>(3) Oral Communications: Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.</li> <li>(4) Verbal, Reasoning, Memory, and Perceptual Abilities Assessment ... These abilities shall be evaluated before hire to assure the presence of ability levels commensurate with the performance of dispatcher duties, as measured by the POST Entry-Level Dispatcher Selection Test Battery or alternative job-related tests of these abilities...</li> </ol> <p>(B) Exemption. Any candidate who has: (1) successfully completed the Public Safety Dispatcher's Basic Course ... and (2) completed probation as a dispatcher during previous employment shall be exempt from the (Verbal, Reasoning, Memory and Perceptual Abilities Assessment) requirements ...</p> <p style="text-align: center;"><b>PEACE OFFICERS AND PUBLIC SAFETY DISPATCHERS</b></p> <p style="text-align: center;"><b><u>COMMISSION PROCEDURE C-1</u></b> <b>BACKGROUND INVESTIGATION</b></p> <p style="text-align: center;">Purpose</p> <p><b>1-1. Background Investigation:</b> This Commission Procedure implements the background investigation requirements established in Section 1002(a) and 1018(c)(1) of the Commission Regulations. The purpose of the background investigation is to verify the absence of past behavior indicative of unsuitability to perform the duties of a peace officer or public safety dispatcher. The POST "<i>Background Investigation Manual: Guidelines for the Investigator</i>" or its equivalent should be followed in conducting an investigation.</p>	<p><i>Public safety dispatcher candidates must complete a background investigation and a medical examination. However, in contrast to peace officers, there are no statutory minimums related to age, education, or citizenship, or legal history.</i></p> <p><i>There are no specific Commission procedures or guidelines related to the conduct of pre-employment medical examinations for dispatchers.</i></p> <p><i>Dispatcher candidates must complete the POST Entry-level Dispatcher Selection Test Battery or equivalent, unless they have completed the Dispatcher Basic Course <b>and</b> have completed probation from a previous assignment.</i></p> <p><i>This manual, or an equivalent, should be followed in the conduct of background investigations.</i></p>

LAW / REGULATION	NOTES / COMMENTS
<p style="text-align: center;">Procedure</p> <p><b>1-2. Background Investigation:</b> This procedure shall be followed in the pre-employment investigation of each peace officer and/or public safety dispatcher candidate and shall be completed on or before the appointment date.</p> <p><b>1-3. Completion of Personal History Statement:</b> The department head shall require the candidate to complete a personal history questionnaire before the onset of the background investigation. The questionnaire shall include the following categories of inquiries:</p> <ul style="list-style-type: none"> <li>(a) <b>Personal Identifying Information</b> - to verify the candidate's identity and obtain contact information, to determine that the candidate meets statutory requirements, and to enable fingerprinting and the accurate acquisition of documents required to successfully conduct the background investigation.</li> <li>(b) <b>Relatives and Other References</b> - contact information for family members and other persons sufficiently acquainted with the candidate, to assess moral character and other relevant qualifications.</li> <li>(c) <b>Educational History</b> - to establish that the candidate meets educational requirements and to assess the ability to master the knowledge and skills required for the position.</li> <li>(d) <b>Residential History</b> - to permit local police record inquiries and contacts with those acquainted with the candidate.</li> <li>(e) <b>Employment History</b> - to assess past performance as an employee.</li> <li>(f) <b>Military History</b> - to assess legal compliance with selective service registration requirements and performance while a member of the armed forces.</li> <li>(g) <b>Financial History</b> - to assist in obtaining credit reports and to assess the candidate's ability and willingness to effectively manage financial responsibilities.</li> <li>(h) <b>Legal History</b> - to establish legal eligibility for employment and to evaluate past behavior associated with compliance of the law.</li> <li>(i) <b>Driving History</b> - to enable acquisition of all official driving records and to assess the ability to safely and lawfully operate a motor vehicle.</li> <li>(j) <b>Other Topics</b> as necessary to assess moral character through the evaluation of relevant aspects of the candidate's past behavior.</li> </ul> <p>The POST Personal History Statement – Peace Officer, POST 2-251, and the Personal History Statement – Public Safety Dispatcher, POST 2-255, are provided to assist agencies in collecting the above information.</p>	<p><i>The background investigation <b>must</b> be completed before appointment to the job.</i></p> <p><i>These ten topics must be addressed in any personal history questionnaire used in the background investigation. Note, however, that there are not statutory minimums associated with every area.</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 1: Personal"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 2: Relatives and References"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 3: Education"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 4: Residence"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 5: Experience and Employment"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 6: Military"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 7: Financial"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 8: Legal"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 9: Motor Vehicle Operation"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 10: General Topics"</i></p> <p><i>The use of POST Personal History Statements is not required; however, any form used must include questions related to the above areas of inquiry.</i></p>

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<p><b>1-4. Peace Officer Background Investigation:</b> The investigation for peace officer candidates shall include an inquiry into the following sources of information for the purpose indicated:</p> <ul style="list-style-type: none"> <li>(a) The State Department of Motor Vehicles, Division of Drivers Licenses - to determine the candidate's driving record and adherence to the law.</li> <li>(b) High school and all higher educational institutions that the candidate attended - to determine that the candidate has attained a minimum of a high school diploma or its equivalent, as stipulated in Government Code section 1031(e), and to determine the school record and character of the candidate.</li> <li>(c) Appropriate official documents – to verify birth and age records. In the case of foreign-born candidates, appropriate federal or local records.</li> <li>(d) All police files in jurisdictions where the candidate has resided, worked, or frequently visited - to determine if any criminal record exists.</li> <li>(e) Criminal records of the California Department of Justice, including a firearms clearance letter - to establish legal eligibility for employment and possession of a firearm.</li> <li>(f) The Federal Bureau of Investigation records.</li> <li>(g) Previous employers for at least the past 10 years - to determine the quality of the candidate's work record.</li> <li>(h) Within practical limits, references supplied by the candidate, and other references supplied by the initial references, if any - to determine whether the candidate has exhibited behavior incompatible with the position sought.</li> <li>(i) The candidate's present neighborhood, and where practicable, neighborhoods where the candidate may have previously resided - to determine whether the candidate has exhibited behavior incompatible with the position sought.</li> <li>(j) The candidate's credit records - to determine credit standing with lenders as an indication of the candidate's dependability and integrity.</li> <li>(k) When appropriate, military records in the service of the United States, jurisdictions therein, or foreign government - to determine the quality of the candidate's service and proof of selective service registration where required by law.</li> </ul>	<p><i>A driver's license is <b>not</b> a statutory requirement for employment as a peace officer; driving records are intended to be sources of information for integrity, impulse control, and other relevant dimensions.</i></p> <p><i>Besides statutory requirements, educational history provides useful information on conscientiousness, learning ability, etc.</i></p> <p><i>Document analysis is discussed in Step 3 "Reviewing the PHS and Other Materials" in Chapter 4, The Background Investigation Process.</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 8: Legal"</i></p> <p><i>Make sure that there is no need to resubmit fingerprints prior to filing the report in the candidate's file.</i></p> <p><i>The POST PHS asks candidates for their entire employment history.</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 2: Relatives and References"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 4: Residence"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 7: Financial"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 6: Military"</i></p>
<p><b>1-5. Public Safety Dispatcher Background Investigation:</b> The investigation for public safety dispatcher candidates shall include an inquiry into the following sources of information for the purpose indicated:</p> <ul style="list-style-type: none"> <li>(a) The State Department of Motor Vehicles, Division of Drivers Licenses - to determine the candidate's driving record and adherence to law.</li> <li>(b) All police files in jurisdictions where the candidate has resided,</li> </ul>	<p><i>A driver's license is <b>not</b> required; instead, driving records are intended to serve as a source of information for integrity, impulse control, and other relevant dimensions.</i></p> <p><i>There are no statutory minimums related to</i></p>

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<p>worked, or frequently visited - to determine if any criminal record exists.</p> <p>(c) Criminal records of the California Department of Justice</p> <p>(d) The Federal Bureau of Investigation records.</p> <p>(e) The public safety dispatcher may include an inquiry into the following sources of information for the purpose indicated:</p> <p>(1) High school and all higher educational institutions that the candidate attended - to determine the school record and character of the candidate.</p> <p>(2) Appropriate official documents - to verify eligibility for employment in the United States.</p> <p>(3) Previous employers within the past 10 years - to determine the quality of the candidate's work record.</p> <p>(4) Within practical limits, references supplied by the candidate, and other references supplied by the initial references, if any - to determine whether the candidate has exhibited behavior incompatible with the position sought.</p> <p>(5) The candidate's present neighborhood and, where practicable, neighborhoods where the candidate may have previously resided - to determine whether the candidate has exhibited behavior incompatible with the position sought.</p> <p>(6) The candidate's credit records - to determine credit standing with lenders as an indication of the candidate's dependability and integrity.</p> <p>(7) When appropriate, military records in the service of the United States, jurisdictions therein, or foreign government - to determine the quality of the candidate's service.</p>	<p><i>legal history; rather, this area of investigation is intended to serve as a source of information on integrity, impulse control, risk-taking behavior, etc.</i></p> <p><i>To assess dimensions such as conscientiousness, learning ability, etc.</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 1: Personal"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 2: Relatives and References"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 4: Residence"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 7: Financial"</i></p> <p><i>See Chapter 5, Areas of Investigation, "PHS Section 6: Military"</i></p>
<p><b>1-6. Written Evaluation Required:</b> The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the candidate is suitable. The official documents obtained during the course of the background investigation shall be retained in the candidate's background investigation file. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.</p>	<p><i>This provision requires the preparation and retention of a written narrative report, along with supporting documents that show compliance with state law and POST regulations (e.g., age, citizenship, etc.). Per <a href="#">GC 12946</a>, employee records must be retained for a minimum of 2 years after separation from the agency.</i></p>
<p><b>1-7. Relationship to Medical and Psychological Examinations:</b> Pursuant to the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act, employers may not make medical inquiries or impose any medical and/or psychological testing of a candidate prior to extending a conditional offer of employment. For a job offer to be considered bona fide, non-medical information should be gathered at the pre-offer stage, unless doing so is practically or legally unreasonable. Subsequent to a conditional</p>	<p><i>This provision:</i></p> <p><i>(1) Requires that, per ADA and FEHA, background investigations be conducted prior to a conditional job offer, save for inquiries that address disability or other protected areas.</i></p> <p><i>(2) Encourages the background investigator to interact with the psychologist and physician to</i></p>

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<p>offer of employment and provided that the confidentiality provisions of state and federal law are observed, the background investigator, examining physician, and/or examining psychologist can and should work cooperatively to ensure that each has complete information upon which to make their respective assessment of the candidate.</p>	<p><i>exchange information on a <b>need-to-know</b> basis. Because of these provisions, it is recommended that the background investigation remain open during the post-offer phase of the selection process.</i></p>

## Chapter Four

### THE BACKGROUND INVESTIGATION PROCESS

#### PRIOR TO INITIATING THE INVESTIGATION

Before beginning the investigation, the investigator should be fully familiar with the laws and regulations associated with the conduct of backgrounds. Investigators are strongly advised to complete POST-certified background investigation courses as described in Chapter 1.

Investigators also need to understand local policies and ordinances, agency standards, and their agency's needs and philosophy regarding the background investigation process. They need the ground rules regarding the resources (both human and other) committed to this process, and a full understanding of what is expected of background investigators.

Agency procedures, resources, and priorities will have a significant impact on the manner in which background investigations can be conducted, including:

1. The amount of time available to complete the investigation,
2. The resources available for conducting background investigations,
3. Whether background investigations are a full-time assignment or an ancillary duty,
4. The extent to which the agency has clearly defined background and hiring policies,
5. Availability of clerical support,
6. The agency's policy regarding interactions between the background investigator and others involved in the hiring process (i.e., the truth detection examiner, psychologist, or medical doctor), and
7. The background investigator's role in the hiring decision.

Investigators must also balance agency resources against the value of the background information to be gained. Geography, logistics, staffing, funding, and urgency all have an impact on available resources. The fewer resources available, the more important it is to choose wisely when investing time and effort in a specific situation. Careful planning is critical; investigators must learn to maximize the available time and personnel resources. For example, driving halfway across the state to speak with a manager at the local fast food restaurant where a candidate worked eight or nine years ago may not be a very productive use of time.

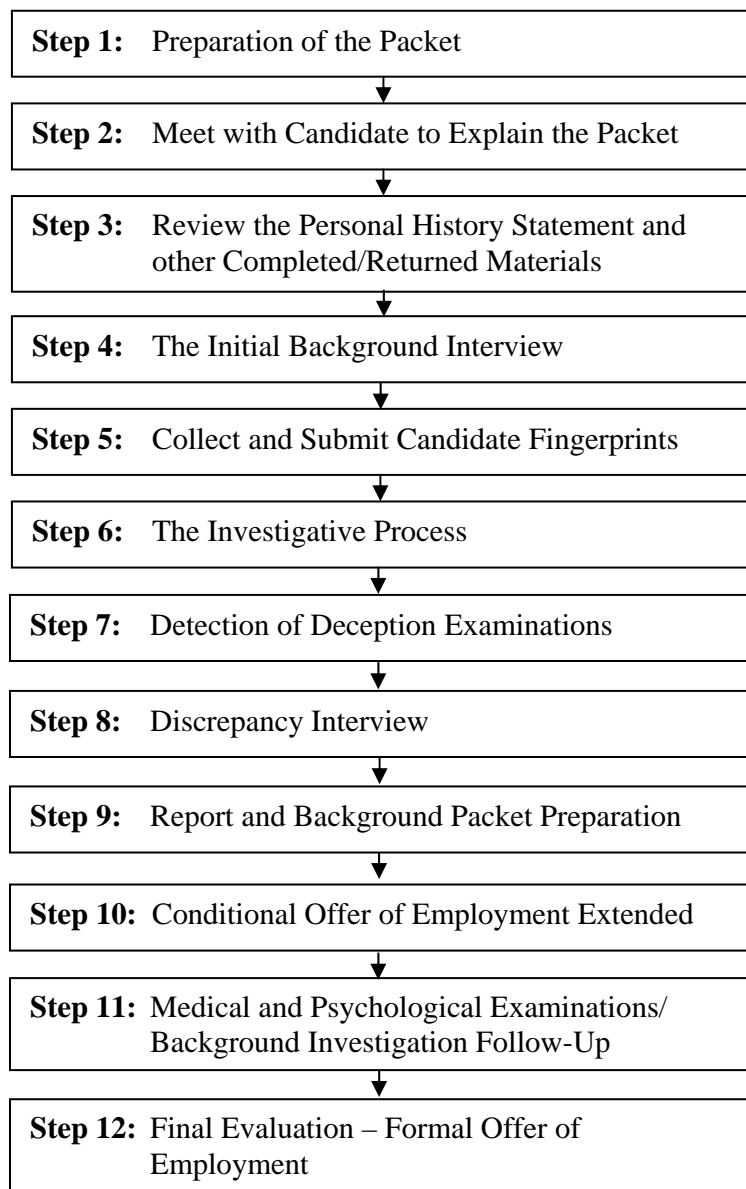
#### THE BACKGROUND STEPS

The background investigation phases or "steps" are graphically represented in Figure 4-1. These steps pertain to the investigations of both peace officers and public safety dispatchers; however, the scope, depth, and necessity of a particular step may vary between these two classifications.

Agencies have considerable latitude in how these steps are ordered and implemented, and even whether certain steps (e.g., discrepancy interviews) are performed at all. However, federal and state laws do restrict when certain of these steps must be conducted. As discussed in the previous chapter, medical and psychological examinations must be conducted post-offer. Although most of the background investigation must be conducted pre-offer, specific background topics that touch on medical, psychological, and other disability-related issues should be deferred until a

conditional job offer has been extended.

**Figure 4-1. THE BACKGROUND INVESTIGATION PROCESS**



### **Step 1: Preparation of the Packet**

The precise composition of a background packet will vary from agency to agency, based on department policies, guidance from the agency's legal counsel, and consultation with the agency's human resources or personnel department. At a minimum, the package should include:

- Agency-specific information - hiring requirements and policies, detailed instructions, etc.

- A personal history questionnaire<sup>26</sup> (e.g., POST Forms 2-251/2-255 or local agency equivalent) that the candidate is expected to complete and return
- A list of documents (birth certificates, high school transcripts, etc.,) that the candidate is expected to furnish (and how and when they are to be furnished)
- Multiple waivers and authorization forms, such as:
  - advisements regarding false statements (see sample in Appendix C),
  - lateral advisements (see samples in Appendix D and E), and
  - authorization forms for release of information (samples provided in Chapter 5 – “PHS Section 5: Experience and Employment”).

Actual agency advisements and forms should be on current department letterhead, reviewed by legal counsel, and notarized as necessary

- Credit Advisement Form [to comply with the [Fair Credit Reporting Act \(15 USC §1681\)](#)] and the [California Consumer Credit Reporting Agencies Act \(Civil Code Sections 1785.20 & 1785.20.5\)](#)
- If a contract investigator is to be used, appropriate Investigative Consumers Reporting Agencies Act (ICRA) forms should be included. (Note: This is a legally complex subject. Investigators should **never** attempt to devise the forms for this specific use without very careful guidance from their agency’s legal counsel.)<sup>27</sup>
- Additional forms (e.g., blank supplementary questionnaires, child abuse and adult abuse reporting statements, drug policies, etc.)

[Labor Code Section 432](#) specifies that applicants are entitled to copies of all application documents that they are required to sign.

Investigators are unlikely to be charged with the responsibility for developing a background packet. Departmental forms, including blank waivers, are important documents which require the review and concurrence of the chain of command and the agency’s legal counsel. Even the format/layout of official correspondence is commonly specified by the department head. However, investigators must bear responsibility for ensuring that departmental information is current and contains up-to-date contact information.

It is useful to maintain complete background packets for potential candidates. More efficient still, these packets can be placed on-line or on a CD-ROM. There are many advantages to electronic packets. First, needed changes can be effected quickly and the warehousing of blank packets is minimized. (Note that the POST PHS forms are on-line.) Copies of these forms for candidates can easily be reproduced from this packet. Second, maintaining electronic packets allows the investigator to personalize each packet. By simply “searching and replacing,” proper dates, gender, names, and other needed identifying data can be inserted. Third, keeping a master packet in the computer minimizes the likelihood that a needed form will be overlooked or

<sup>26</sup> The POST Personal History Statement is referenced throughout this chapter; however, other equivalent personal history questionnaires are acceptable.

<sup>27</sup> Financial Credit Reporting is discussed in “Section 7: Financial” of Chapter 5.

misplaced from a hard-copy file. Fourth, if changes occur in the law, it is simple to update the file, rather than engage in the tedious process of replacing outdated items in an already-printed inventory.

## **Step 2: Meet with Candidate to Explain the Packet**

It is a good idea to meet with the candidate to present the background package personally. By explaining each item in the packet, communication between the candidate and the investigator is fostered and confusion can be avoided. Investigators who question the need for this step do well to remember their own surprise when, as a candidate, they were first handed a background packet. Candidates for employment as a peace officer or public safety dispatcher may never have been confronted with such a comprehensive application document.

At this initial meeting, agency-specific requirements or policies can be discussed and each section of the Personal History Statement can be reviewed, emphasizing the need to be honest, thorough, and complete. The list of required documents should be reviewed as well. An agreed-upon time can be established for the candidate to return the completed documents. The investigator and candidate should exchange telephone numbers, including cell phone numbers and e-mail addresses.

Note that, although [Labor Code Section 450](#) prohibits employers from charging applicants for submitting job applications and related expenses (e.g., taking employment examinations), this statute may not pertain to costs borne by candidates for obtaining their own personal, official documents (e.g., diplomas, transcripts). Therefore, it may be permissible to require candidates to pay and be responsible for acquiring these documents.

## **Step 3: Review the Personal History Statement and other Completed/Returned Materials**

Once the candidate has completed a background packet, the investigator should review the submitted materials. The completed Personal History Statement should be reviewed to establish that there are no immediately disqualifying factors (e.g., felony conviction for peace officer candidates, lack of position-appropriate citizenship, admitted current illegal drug use, etc.). Notes should be made of responses and issues that require attention in the earliest steps of the investigation, including during an initial background interview.

It is permissible to make copies of passports, Certificates of Naturalization, and other official documents to include in the background investigation file (Note: only copies made with the intent to defraud are prohibited by law). Copies should include a notation that the original or certified copy was inspected, the date of inspection, and the signature of the investigator.

### **DOCUMENT ANALYSIS**

A typical background investigation may include 50 or more pages of documents, ranging from the Personal History Statement to copies of various releases to vital statistics documents, transcripts, credit reports, criminal histories, etc. The verification of all these documents can be challenging at best.

The analysis of original documents is far preferable to facsimile reproductions. The candidate should be required to bring original documents (or, in some cases,

certified copies) to the investigator. If necessary, duplicates can be made and the originals returned to the individual. If copies are made, the investigator should make a note that the originals were reviewed.

In general, there are three issues that must be addressed when analyzing a document:

1. Is it authentic? Does it look real?
2. Is the information consistent with other claims made by the candidate, and the information already submitted or uncovered in the background?
3. Is it sufficient, that is, does it provide legally acceptable proof?

If in doubt about a given document, the best advice is to check with the originating source. Virtually any official document can be verified by the agency or institution of issuance. However, this can be a *very* time-consuming process; therefore, there are a few checks that investigators can initially do themselves. For example, (1) the social security number provided can be matched against the number on the college transcripts, credit report, and fingerprint, (2) the information on the driver license can be checked against the information on the official driving record, and (3) the selective service registration number can be matched against the number obtained on-line.

Most documents submitted by candidates are what they say they are. The most common types of deficiencies involve documents that, although genuine, are not legally sufficient. Examples include:

- ceremonial birth certificates from hospitals that, although real, are not legal birth certificates;
- school transcripts, although genuine, from unaccredited educational institutions;
- credit reports that are real, but over one year old;
- automobile liability insurance cards that are real but expired, or that do not name the candidate as an insured

#### **Step 4: The Initial Background Interview**

It is advisable to meet with the candidate to review the information. This interview may take place either during or after the review of the information by the investigator. This initial background interview allows the investigator to:

- affirm with the candidate that documents are true, correct, and up-to-date,
- explore reasons or explanations for curious, suspicious, or incomplete responses,
- correct truly inadvertent errors or oversights and,
- get an overall feel for the candidate.

If corrections are necessary, they can be made in one of several ways: (1) on a separate working copy, thereby preserving the original; (2) on the original document, but only in a different color of ink, or (3) by having the candidate submit supplementary sheets explaining each correction. Available time and investigator's/department's preference dictate which of these options is best.

Agency policy will dictate the treatment and disposition of inaccurate or incomplete information. Some agencies have a zero tolerance for such error, insisting upon a correct and complete document the first time; others are more lenient.

Candidate responses that are vague, suspicious, or incomplete should be the focus of further questioning. This process will provide valuable insight into where the likely problems are to be found, thus allowing the investigator to begin prioritizing the focal points of the investigation.

It is recommended that this interview and all others be tape-recorded. Tape recordings can be a valuable back-up to the investigator's memory, especially in the event that a single investigator is handling multiple backgrounds. It also provides solid proof of what was asked and the content and manner of the answers. *Candidates must be informed that interviews are being recorded.*<sup>28</sup>

The initial background interview is also an ideal time to have candidates execute all the necessary release and authorization forms. California law mandates that candidates be offered a copy of any document that they are required to sign.<sup>29</sup> A signed, notarized, comprehensive, and valid authorization for the release of information can offset the reluctance of contacts and references to answer questions about others. Sample releases are provided in Chapter 5, Areas of Investigation, and the POST Personal History Statements; however, it is critical that the agency's legal counsel play an active role in the design, approval, and/or use of these forms. Unless otherwise specified, authorizations for release of information may only be valid for 30 days.<sup>30</sup>

There may be circumstances where time or distance simply will not permit a face-to-face meeting between the investigator and the candidate. In this case, a telephone follow-up with the candidate may be the only means available.

#### INTERVIEWING

A very substantial part of the background investigation process consists of making contact with a wide variety of individuals, including the candidates and their relatives, references, acquaintances, teachers, neighbors, employers, military acquaintances and others. All these individuals need to be interviewed, whether in writing, by telephone interview, or as a result of a face-to-face meeting.

The background process can be intimidating and intrusive to these interviewees, especially to the many candidates who have never experienced this depth of interrogation. Although candidates must cooperate fully and openly with a lawful background investigation, investigators are wise to remember that the best candidates are likely to have many choices - law enforcement and otherwise. The interview should be seen as an opportunity to represent the agency favorably in addition to uncovering job-relevant information.

With certain narrow exceptions, others who are contacted during the process are under no obligation to cooperate; investigators must rely upon their good will to gather the needed information. Unlike a criminal investigation, many people contacted in the course of a background have no idea that they were going to be interviewed, nor do they have expectations regarding the nature of the investigation. Many will be reluctant to answer questions about others. The investigator's skill in gaining the cooperation of others is critical. The style and manner in which these individuals are approached and interviewed will very often make the difference between success and failure.

<sup>28</sup> [Penal Code Section 632](#), et seq

<sup>29</sup> [Labor Code Section 432](#)

<sup>30</sup> [Civil Code Section 1798.24\(b\)](#). Note that the Information Practices Act only applies to state agencies; however, courts have applied provisions of this act to non-state agencies as well.

There are many useful publications and resources dealing with the subject of interviewing, as well as a POST-certified course on Interviewing and Interrogation. It is beyond the scope of this manual to provide an in-depth discussion of effective interviewing. Presented below is a brief overview of some of more important aspects of interviews that have the most direct bearing on the conduct of background investigation. Much of the information presented here was adapted from POST's [\*"Interviewing Peace Officer Candidates: Hiring Interview Guidelines"\*](#) (2004)."

## PREPLANNING

By taking the time to prepare and ask job-related questions and focus the interview on candidate qualifications, investigators maximize the use of the time spent in the interview and send a powerful message to interviewees that they are serious about evaluating candidates carefully and selecting the best person for the job. This positive message reflects well upon the agency, and can prove to be both an effective recruitment device, as candidates appreciate employment practices that are thorough, job-related, and even-handed.

## BEGINNING THE INTERVIEW

**ESTABLISHING RAPPORT.** Creating an accepting, open environment helps relieve the interviewees' anxiety, which in turn allows them to feel comfortable giving honest, candid answers. Therefore, building rapport can enhance the effectiveness of the interview by yielding more complete and accurate candidate information.

Open the interview session by greeting the individual with a sincere smile, lots of eye contact, and a firm handshake. Providing information about the background investigation can both serve as an icebreaker as well as ensuring that interviewees understand the process and what is expected of them. Interviewees must be informed if an audio recording device is used. They should be encouraged to respond candidly and completely to all questions, to provide specific examples of past behavior, when appropriate, and to ask for clarification if a question is unclear.

## POSING QUESTIONS

**OPEN VS. CLOSED QUESTIONS.** Questions can vary by the type of response required of the candidate, ranging from simple "yes" or "no" to an in-depth answer. In general, answers to **closed questions** - for example "*Have you ever worked the night shift?*" - are often so short that they do not provide interviewers with sufficient, useful information. The result is that interviewers end up doing more talking in the interview than the candidate does. A "yes or no" question, for example, may require 15 to 20 words to ask, but only elicit a 1-3 word response. Therefore, questions that are open-ended are generally preferable.

Although they should be used sparingly, closed-ended questions do have their place in the background investigation. During the interview, they are useful for verifying facts, eliciting specific details, addressing questions arising from responses in the candidates' application blank, or for checking minimum qualifications.

**Open questions** require candidates to provide specifics, details, and other information. These questions are useful in finding how well the candidates organize their thoughts and sometimes they can reveal attitudes and feelings critical to effective job performance. They are generally more effective than closed-ended questions at developing insight into a candidate's experience and abilities.

## QUESTION PHRASING

Regardless of format, all questions must be worded **clearly, simply and concisely**. The candidate must understand what is being asked without having to second-guess or read between the lines.

Interviewers can have a significant influence over the responses of candidates based on the specific wording chosen to communicate the question. **Leading questions** indicate to the candidate the response that the interviewer wants. Leading questions include those in which the correct answer is fairly obvious ("*How important is it for a peace officer to have integrity?*") or implied by the way the question is phrased or delivered ("*Would you be willing to use deadly force, if necessary?*").

## FOLLOW-UP/PROBING

Follow-up questions can serve three important functions: clarification, elaboration, and verification.

**CLARIFICATION.** Follow-up questioning may be necessary if the interviewee's response was vague or confusing, or indicates that he did not understand the question. Investigators should ask clarifying questions if they find themselves needing to make inferences or assumptions to fill in the gaps in the information provided. Sometimes clarifying questions may be as simple as repeating the initial question. Otherwise, clarifying follow-up questions typically begin with phrases such as "*Could you explain again...*," "*Help me understand,*" or "*What do you mean ...*." It may also be appropriate to paraphrase what the individual said: "*If I heard you correctly here is what you said...*"

**ELABORATION.** An individual may provide a brief answer that needs to be expanded. In these situations, follow-up questions can be used to obtain more details. Sometimes a simple pause – saying nothing – will elicit a further response. Otherwise, probes such as "*Tell me more about...*," "*Walk me through...*" or "*Could you expand on...*" or "*Please provide an example*" can prompt additional, necessary information. Even if the response was complete, at times it may be useful to request another example or other additional information to ensure a complete picture of the individual.

**VERIFICATION.** In an effort to present themselves in the best possible light, candidates may provide impressive but not necessarily complete and accurate responses. Asking follow-up questions to obtain details about how, who, when, and where will help interviewers separate what is being said from how it is being said, to ensure that they are not unduly influenced by candidate presentation skills alone. Pressing candidates and others for specifics allows the investigator to retain control of the interview by ensuring that the answers provided are complete, accurate and in line with information the investigator sought.

## INTERVIEWERS' NONVERBAL BEHAVIOR

Nonverbal behavior – eye movements, changes in posture, facial expressions - can communicate as much information to the individual as the questions themselves. An investigator's body language can either encourage or discourage information. There are several steps investigators can take to ensure that their nonverbal behavior creates an atmosphere in which the candidate will relax and talk more freely:

- Keep your eyes opened and focused on the individual, especially when asking questions or when a candidate seeks clarification.
- Maintain an open, interested posture: face the person, do not cross your

arms; lean forward when listening to candidate responses.

- Keep a cheerful expression: smile, never frown, grimace or show confusion, disapproval, boredom or impatience.
- Nodding your head indicates that you find the information useful and encourages the individual to continue, as does giving short verbal approval, such as “mm-hmm.”
- Speak at a reasonable, steady pace, using variation in voice loudness and tone to emphasize important points or requests and to keep communications sounding fresh and genuine.

#### DECEPTION IN THE INTERVIEW

Avoidance of eye contact, rapid blinking, and nervous body movements are commonly interpreted -- particularly by experienced law enforcement officers -- as signs of deception. However, research has demonstrated that nonverbal behaviors are unreliable indicators of lying. For example, while some individuals do look away while lying, others increase their degree of eye contact. Fidgeting and other nervous body movements can be natural behavior for some and a natural reaction to the stress of the interview for others. Therefore, investigators should avoid drawing conclusions about an individual's deceptiveness or other motives based on nonverbal behavior alone.

### Step 5: Collect and Submit Candidate Fingerprints <sup>31</sup>

Agencies differ as to when fingerprints are obtained and submitted to the Federal Bureau of Investigation (FBI) and the Department of Justice (DOJ). Although Livescan responses may return in 24 hours or less, problem records can take upwards of 30 days. Firearms clearance letters are mailed separately and may take several weeks to process.

For peace officer candidates, there will be three documents returned to the agency: (1) the criminal record return from the DOJ's Bureau of Criminal Identification and Investigation, (2) the FBI criminal record return document, and (3) the DOJ firearms eligibility clearance return. The first two documents will also be returned for public safety dispatcher candidates. Each one of the documents must be reviewed carefully to ensure that there is a clearance on the return document, as error messages transmitted to the employer via email look very similar to actual Livescan reports. Therefore, investigators must carefully inspect these returns to avoid potential problems. Note that Livescan defaults to checking only California records for nonsworn candidates. Therefore, investigators must ensure that FBI fingerprints are specifically requested for public safety dispatcher candidates.

Any indication of criminal activity or a negative return must be thoroughly reviewed to determine compliance with POST and agency selection standards.

### Step 6: The Investigative Process

Each background investigation may take 40 or more working hours of an investigator's time. The investigative hours are likely to be spread out over many weeks, depending upon the candidate. Type of history, length of history, number of candidates, geographical history,

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<sup>31</sup> Fingerprinting is also discussed in the Legal section of Chapter 5, Areas of Investigation, and the POST Personal History Statements.

available resources, and even competing demands on the investigator's time all have an impact on the length of time required.

Investigators should be aware of the available resources before embarking upon the investigation. Resource realities will dictate whether the investigation will focus on mailed inquiries, phone calls, face-to-face interviews, or some combination thereof.

Regardless of the manner in which references are contacted, the investigator must determine who and how many individuals to contact. The following general guidelines may help:

- Rather than using a “shotgun approach” (i.e., contacting everyone to ensure completeness), assess the expected value of the comments from a particular reference against the resources expended to get the information.
- Begin in the areas that appear to be the most time-consuming or an area which, if explored, is most likely to reveal information that will disqualify the candidate from further consideration. The areas will vary from candidate to candidate.
- Contact a diverse group of persons who know the candidate across a variety of contexts (home, school, work, socially, the military). Often, the point of diminishing returns is reached when this type of diverse group echoes the same information about the candidate, both positive and negative. If significantly different information is revealed, or the contacts only know the candidate in a very limited context, more interviews are probably appropriate.

#### CYBER-INVESTIGATIONS: INTERNET SEARCHES AND SEARCH ENGINES

Internet searches may provide quick and convenient access to many public records not easily inspected in-person, provide background information on individuals who appear in the local media or other internet sources, and even assist in locating individuals and/or their employers when information furnished on a PHS is incomplete or out-of-date. However, the lure of cybersearching can easily result in countless valuable hours surfing for information of marginal use. An investigator must continuously balance the time available for the investigation against the potential value of information to be gained as a result of such searches.

It is also quite easy to spend excessive amount of time and resources searching on subscription search engines (e.g., Lexis-Nexis, Equifax, Autotrak, WestLaw). When using commercial search engines, it is wise to identify the focus of the search beforehand and narrow inquiries to information that will be of maximum value (and not otherwise reasonably available at a lower cost). This practice is advisable even when accessing free search engines (e.g., Google, Yahoo, MSN).

While the internet generally provides for the quick and inexpensive transmission of information, it is not secure. Background investigators are generally in possession of huge amounts of highly personal and sensitive data concerning their candidates, and care must be exercised before this information is transmitted over the internet.

## **Step 7: Detection of Deception Examinations**

The administration of pre-employment “detection of deception” examinations (i.e., polygraph, voice stress analysis) is *not* a POST requirement; rather, their use is a matter of agency discretion.

Agencies electing to conduct a detection of deception examination should do so based on a full understanding of the advantages and limitations associated with this procedure. The placement of the examination within the pre-employment screening process should be decided in consideration of federal and state disability statutes. The ADA/FEHA statutes prohibit pre-offer inquiries involving medical or psychological disabilities, including history of drug use and current or past alcoholism. This prohibition applies even if the agency outsources this step in the process. Agencies should carefully review the provisions of California law and relevant case law with respect to the use and permissibility of such examinations.

## **Step 8: Discrepancy Interview**

A discrepancy interview may be held if inconsistencies or other issues arise during the conduct of the investigation that impact a candidate’s employment eligibility. It is recommended that the investigator prepare for the meeting by writing a description of each issue to be discussed. At the start of the interview, the candidate should be provided with a copy of the written description of each discrepancy, and given ample opportunity to provide a complete explanation for each identified issue. This interview is not the place to make any commitment to the candidate as to the outcome of the background investigation process.

It is highly recommended that all discrepancy interviews be audio or video recorded, with the knowledge of the candidate. As discussed previously, this prevents misinterpretation or misrepresentation of what was said.

## **Step 9: Report and Background Packet Preparation**

The heart of the background investigation is the narrative report. Excellent investigative work needs to be competently, clearly, and defensibly documented. The report must clearly address all required areas of inquiry as they relate to the essential attributes as defined in the background dimensions. A completed report that is poorly organized or difficult to understand is unfair to the candidate, a waste of the investigator’s time, and a waste of the agency’s resources.

There are two essential styles of documenting background investigations: a “One-Write” and “Two-Write” System. **One-Write** systems are often the choice of agencies that have a very high volume of backgrounds to complete. In a One-Write system, the background report is primarily a compilation of the documents collected and created by the investigator, including the “raw” notes and commentary from interviews, checklists, etc.

The primary advantage of the One-Write system is that it is relatively easy to create: the report itself need only be prepared once and no editing is required. However, without editing and revisions, every file will be different in length and composition, and there are few guarantees that unedited information will be uniformly useful, relevant, and easy to digest. One-Write systems may also make it more difficult to redact confidential or privileged information in the event of subsequent discovery proceedings.

The goal of the **Two-Write** system is to separate confidential information from routine documentation. Using this system, the narrative report is created from original notes into another approved format. Through editing and recomposing information into an understandable form (without altering its factual content), the length, style, composition, and relevance can more easily be controlled and made uniform. This technique can provide an efficient way to shelter confidential information should a background package have to be released. However, *all parts of the narrative report need to be retained in the background package for inspection by POST in order to verify that all mandated areas of inquiry, as detailed in Procedure C-1, were thoroughly addressed.*

In creating a report under the two-write system, Part A could include those documents that are less confidential, such as a “sanitized” narrative (i.e., one in which names have been removed). It may also contain an executive summary (if completed by an outside investigator), the investigator’s checklist,<sup>32</sup> all applicant-furnished materials, and supporting documents such as birth certificates, marriage documents, educational records, military records, financial, legal and motor vehicle records, and clearance letters from the psychologist and the medical examiner.

Part B could contain information of a significantly more confidential nature: the investigator’s executive summary (if prepared by an internal agency investigator), actual interviews of the persons contacted, transcripts, returned questionnaires, and the investigator’s notes. The actual psychological and medical reports are not included in Part B, but rather kept separate, per the confidentiality provisions of ADA and FEHA.<sup>33</sup> Part B information is exempt from the general disclosure provisions of the Public Records Act,<sup>34</sup> the Information Practices Act, and certain other provisions of confidentiality found in other sections of law. However, the accessibility as well as the maintenance of these files should be based on the advice of the agency’s legal counsel.

An example of a Two-Write background report is provided in Appendix F.

Whichever system is used, background investigators are wise to incorporate a checklist. Example checklists are provided in Table 4-1 (Peace Officer) and Table 4-2 (Public Safety Dispatcher). These forms document what has been accomplished (and when) and serve as a quick reference to investigator, reviewer, and the POST compliance auditors. As noted earlier, the chosen system should address the areas of inquiry and sources of information required by Commission Procedure C-1.

Cautionary note: Where samples of prior backgrounds are to be made available for review by a newly assigned investigator to model, the agency must ensure that the privacy of current employees or candidates will not be breached by sharing such highly sensitive information with another employee.

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<sup>32</sup> Although the checklist contains the identities of references and contacts, it is specifically protected by statute ([Civil Code Section 1798.38](#)) and *Johnson v. Winter*, 127 Cal. App. 3d 425.

<sup>33</sup> Confidentiality and other provisions of ADA/FEHA are discussed in Chapter 2.

<sup>34</sup> [Government Code Sections 6252, 6254\(c\)](#), [Civil Code Sections 1786.10, 1798.38 and 1798.40](#).

Below are some general guidelines for writing effective reports:

1. Write for the reader! If the report cannot be understood, is too long, poorly written, or too confusing, it will not be read and nothing is gained.
2. Do not bury critically important information.
3. Assume that everything in the report might be ultimately subject to discovery. Avoid including information that cannot be supported with facts or corroboration.
4. Impressions count. While investigators should avoid injecting personal bias in any official action, their ability to assess the credibility and/or motives of others is key to a successful background.
5. If it cannot be documented, it did not happen. Never put the agency in a position of having to defend something that is not documented.
6. Always keep in mind the visibility and importance of the background report and the investigation itself. The decisions resulting from this report will affect the quality of the agency's workforce. Their safety and effectiveness may well depend upon how well the investigation has been conducted and documented.

**REPORT SUMMARIES AND RECOMMENDATIONS.** The typical completed background package includes the narrative, the results of interviews, the PHS, copies of relevant supporting documents, and the completed background report. These documents should be organized in a consistent, systematic manner. POST offers a set of tabbed dividers to assist in the organization of peace officer and public safety dispatcher background reports. These background investigation report organizers, graphically depicted in Figure 4-2, can be ordered from the POST Media Distribution Center.<sup>35</sup>

Agency policy will generally dictate whether the investigator is required to prepare a summary document (sometimes nothing more than a pre-printed form) or offer a recommendation. However, Commission Procedure C-1-6 assumes that the investigator is not the final decision-maker: *"The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the candidate is suitable."* It is recommended that background investigators not include recommendations in their report, as they could place the agency in the potentially embarrassing position of having to explain a decision to hire in the face of the investigator's negative recommendation, or failing to hire in the event of the investigator's positive recommendation.

Rather than recommendations, investigators are strongly encouraged to summarize their findings – especially negative information - around the POST background dimensions<sup>36</sup>. Doing so can greatly aid the agency hiring authority's review and evaluation of the information contained in the larger report. An executive summary, if used, is an excellent location for expressing the results and findings of the investigation in terms of their impact on these critical attributes. An example executive summary is contained in the sample narrative report located in Appendix F.

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<sup>35</sup> The Report Organizers can be ordered by contacting the POST Media Distribution Center at 916.227.4856 or by email at [publications@post.ca.gov](mailto:publications@post.ca.gov).

<sup>36</sup> The POST background investigation dimensions are described in Chapter 2.

**RECORD RETENTION.** While POST has no specific record retention requirements for those who are not hired, [Government Code Section 12946](#)<sup>37</sup> mandates all personnel files – including background information - must be retained for a minimum of two years after the files were initially created in the case of non-hires, and for two years after separation from the agency in the case of employees. If notified that a verified complaint has been filed against it, an agency must preserve all records and files until the final resolution of the complaint.

### **Step 10: Conditional Offer of Employment Extended**

Once the background package is completed, it should be forwarded to the appropriate individual(s) to decide the candidate's suitability for employment. Candidates who are found suitable are notified by a conditional offer of employment (COE).<sup>38</sup> A sample COE is located in Appendix B.

At a minimum, the job offer must be conditioned on the successful completion of the medical and psychological examinations.

### **Step 11: Medical and Psychological Examinations and Background Investigation Follow-up**

Medical examinations are required for both peace officers and public safety dispatchers; however, only peace officer candidates are legally required to undergo a psychological examination. Requirements for the medical and psychological examinations for peace officers are discussed in [Commission Procedure C-2](#).<sup>39</sup>

It is permissible - and often advisable – for background investigators to follow-up on personal history topics that could not be fully investigated at the pre-offer stage, such as extent or frequency of past illegal drug use, current/past alcohol abuse, and behavior issues or performance problems associated with medical or psychological conditions. A request for any information or explanations that the applicant may have lawfully withheld at the pre-offer stage can be included with the conditional offer of employment itself.

During the course of the background investigation, the investigator may uncover information indicating that a candidate may be unfit for physical, emotional, or mental reasons. In such cases, the investigator should refer the information to the appropriate professional for evaluation. Furthermore, it is not uncommon for an examining physician or psychologist to seek information from the background investigator that might bear on a particular aspect of the candidate's medical or psychological condition. There may also be times when the physician or psychologist uncovers information unknown to but relevant for the background investigator. This information should be forwarded to the background investigator for evaluation and additional investigation if appropriate. In general, the psychologist, physician and background investigator should work

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<sup>37</sup> Retention requirements for counties are addressed in [Government Code Section 26202](#); requirements for cities are covered in [Government Code Section 34090](#).

<sup>38</sup> The conditional offer of employment is discussed in more detail in Chapter 3, Legal Qualifications and Statutory Framework.

<sup>39</sup> Although a medical examination is required for public safety dispatchers, there are no detailed requirements pertaining to its conduct.

cooperatively as long as the information – especially that from the psychologist or physician to the background investigator – is provided on a strictly “need to know” basis.

#### MEDICAL AND PSYCHOLOGICAL EXAMINATION DOCUMENTATION

Findings of the psychological and medical suitability evaluations must be reported in writing to the appointing authority for use in the hiring decision. The document should include:

- Date of examination
- A statement that the examination was conducted in accordance with [Government Code Section 1031](#) and POST regulations
- An indication as to whether the candidate meets these requirements
- Signature, license number and contact information for the examiner

This document may also include information regarding the candidate’s need for reasonable accommodation, as necessary.

Documentation of medical/psychological clearance is intended to be kept in the individual’s background file; however, the actual report and other documents that include medical and/or psychological information must be kept separately and securely.

APPEALS: Candidates who are screened out based on medical or psychological examination results are entitled to submit an independent expert opinion for consideration before a final determination on disqualification is made.<sup>40</sup>

#### **Step 12: Final Evaluation - Formal Offer of Employment**

At this time, the hiring authority should have a completed background report, including any required follow-up investigation. All documentation should be secured in the file, the narrative report of the background investigation completed, all medical and psychological screening requirements conducted, and any discrepancies resolved. The appointing authority is now ready to make a final hiring decision.

Once a formal offer of employment has been offered, a Notice of Appointment ([POST Form 2-114](#)) must be submitted to POST within 30 days of appointment. A copy of POST 2-114 is included in Appendix G.

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<sup>40</sup> California Code of Regulations, Title 2, Section 7294.0, subd. (d)(2) can be found by searching the California Office of Administrative Law’s [online source for CCRs](#).

**Table 4-1: BACKGROUND INVESTIGATION CHECKLIST–PEACE OFFICER REQUIREMENTS**

NAME					IDENTIFICATION NUMBER						
<b>Documents Verified</b>											
	DATE	BY			DATE	BY					
Birth Date			Driver's License								
Citizenship Requirement			Marriage Dissolution(s)								
Educational Requirement											
Sel Svc Registration or Military Discharge											
<b>Reference Checks Completed</b>											
		DATE			BY			DATE			BY
		PERSONAL CONTACT	LETTER MAILED	REPLY REC'D				PERSONAL CONTACT	LETTER MAILED	REPLY REC'D	
<b>Relatives &amp; References</b>					<b>Employers, Supervisors, &amp; Co-workers</b>						
<b>Neighbors &amp; Landlords</b>											
<b>Military Acquaintances</b>											
<b>Schools</b>											

NAME				IDENTIFICATION NUMBER			
	DATE		BY		DATE		BY
	LETTER MAILED	REPLY REC'D			LETTER MAILED	REPLY REC'D	
<b>Credit Records</b>				<b>Legal Records</b>			
				F.B.I. Record			
				CA Department of Justice			
<b>Military Records</b>				Firearms Clearance Letter			
				Local LE Agency Checks:			
<b>Driving Records</b>							
		DATE	BY				
<b>Psychological Screening Completed</b>							
<b>Medical Screening Completed</b>							
<b>Additional Actions</b>							
		DATE	BY	COMMENTS			
<b>Applicant Orientation and Questionnaire Review</b> <i>(Optional)</i>							
<b>Applicant Discrepancy Interview (if any)</b> <i>(Optional)</i>							
<b>NARRATIVE INVESTIGATION REPORT COMPLETED</b>							

**Table 4-2: BACKGROUND INVESTIGATION CHECKLIST–PUBLIC SAFETY DISPATCHER**

<b>NAME</b>					<b>IDENTIFICATION NUMBER</b>				
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<b>Documents Verified</b>									
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	DATE	BY		DATE	BY
Birth Date			DMV Records*		
Education			Marriage Dissolution(s)		
Employment Eligibility					
Sel Svc Registration or Military Discharge					

<b>Reference Checks Completed</b>									
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	DATE			BY		DATE			BY
	PERSONAL CONTACT	LETTER MAILED	REPLY REC'D			PERSONAL CONTACT	LETTER MAILED	REPLY REC'D	
<b>Relatives &amp; References</b>					<b>Employers, Supervisors, &amp; Co-workers</b>				
<b>Neighbors &amp; Landlords</b>									
<b>Military Acquaintances</b>									
<b>Schools</b>									

NAME				IDENTIFICATION NUMBER			
	DATE		BY		DATE		BY
	LETTER MAILED	REPLY REC'D			LETTER MAILED	REPLY REC'D	
<b>Credit Records</b>				<b>Legal Records*</b>			
				F.B.I. Record			
				CA Department of Justice			
<b>Military Records</b>				Local LE Agency Checks:			
<b>Driving Records*</b>							
		DATE	BY				
Psychological Screening Completed							
Medical Screening Completed*							
<b>Additional Actions</b>							
	DATE	BY	COMMENTS				
Applicant Orientation and Questionnaire Review							
Applicant Discrepancy Interview (if any)							
NARRATIVE INVESTIGATION REPORT COMPLETED*							

\*Required

Figure 4-2  
Background Investigation  
Report Organizers



## Chapter Five

### AREAS OF INVESTIGATION AND THE POST PERSONAL HISTORY STATEMENTS

Commission Procedure C-1 specifies the required sources of information for background investigations of peace officers and public safety dispatchers. The required ten sources of investigation are:

1. Personal identifying information
2. Relatives and other references
3. Educational history
4. Residential history
5. Employment history
6. Military history
7. Financial history
8. Legal history
9. Driving history
10. Other topics related to assessing moral character

These information sources generally apply to both peace officers and public safety dispatchers; however, there are statutory and regulatory differences in the manner in which these areas can be investigated. These differences are highlighted in Table 5-1, which compares areas of investigations for these two occupations.

#### THE POST PERSONAL HISTORY STATEMENT (PHS)

Per Commission Procedure C-1, candidates must complete a personal history questionnaire before the onset of the background investigation. Although the POST Personal History Statement will satisfy this requirement, it is not required. However, any form used to meet this requirement must include questions in the ten areas of inquiry listed above.

POST offers two Personal History Statements to assist in the conduct of background investigations:

- (1) [Personal History Statement - Peace Officers \(POST 2-251\)](#) (2005)
- (2) [Personal History Statement - Public Safety Dispatchers \(POST 2-255\)](#) (2005)

These forms are located in Appendix H (2-251) and Appendix I (2-255); they can also be downloaded from the POST website ([www.post.ca.gov](http://www.post.ca.gov)). They may be completed by hand or electronically (except for initials and signatures).

Although the two PHS forms contain many of the same questions, there are several key differences as a result of both statutes and the different demands and requirements associated with these two professions. These differences are listed in Table 5-2.

**Table 5-1: COMPARISON OF AREAS OF BACKGROUND INVESTIGATION FOR  
PEACE OFFICERS AND PUBLIC SAFETY DISPATCHERS**

Type/Source of Information	Peace Officer	Public Safety Dispatcher
State Department of Motor Vehicles	Driving record and adherence to law	(same)
High school and all higher educational institutions attended	Verify U.S. high school diploma or equivalent, per <a href="#">GC 1031(e)</a> , and character of candidate	Determine school record and character of candidate (no specific statutory requirements)
Official documents (e.g., birth certificates, citizenship papers)	Verify age and citizenship per <a href="#">GC 1031 (a) and (b)</a> <sup>41</sup> and eligibility for employment per <a href="#">8 USC § 1324a</a>	Verify eligibility for employment in United States per <a href="#">8 USC § 1324a</a>
Police files in jurisdictions where candidate resided, worked or frequently visited	Determine if criminal record exists	(same)
Criminal records of the California Department of Justice	Establish legal eligibility for employment and possession of a firearm (via firearms clearance letter)	Establish DOJ eligibility for unsupervised CLETS access, and assessment of integrity and moral character
Federal Bureau of Investigations records	Legal eligibility per <a href="#">GC 1031</a> and <a href="#">Commission Regulation 1002</a>	No specific statutory requirements, but same as criminal records for CA DOJ.
Previous employers	For at least the past 10 years, to determine quality of work record	Within the past 10 years, to determine quality of work record (no specific statutory requirements)
References supplied by candidate, and other references supplied by the initial references	Determine whether candidate has exhibited behavior incompatible with the position sought	(same, but no specific statutory requirements)
Present and past neighborhoods	Determine whether the candidate has exhibited behavior incompatible with the position sought	(same, but no specific statutory requirements)
Credit records	Determine credit standing with lenders as an indication of dependability and integrity	(same, but no specific statutory requirements)
Military records in and outside of the U.S.	Determine the quality of service and proof of selective service registration where required by law	(same, but no specific statutory requirements)

<sup>41</sup> In addition, [Vehicle Code Section 2267](#) for CHP officers and [Government Code Section 24103](#) for deputy sheriffs and deputy marshals.

**Table 5-2: DIFFERENCES BETWEEN PEACE OFFICER AND PUBLIC SAFETY DISPATCHER PERSONAL HISTORY STATEMENTS**

<b>Peace Officer PHS (POST 2-251)</b>	<b>Dispatcher PHS (POST 2-255)</b>
<b>Section 1: Personal Information</b> Inquiries re: <i>U.S. citizenship</i> or <i>application for citizenship</i>	Inquiries re: <i>legal authorization for permanent employment in U.S.</i>
<b>Section 2: Relatives and References</b> Requests contact information for <i>7-10</i> references	Requests contact information for <i>5-7</i> references
<b>Section 3: Education</b> Inquiries re: attendance at <i>POST Basic Academy</i>	Inquiries re: attendance at a <i>POST Public Safety Dispatchers' Basic Course</i>
<b>Section 4: Residence</b> (No difference)	(No difference)
<b>Section 5: Experience and Employment</b> Requests candidate to list all <i>past and current employment</i>  Inquiries about past job performance problems with reference to the candidate's <i>entire</i> history of employment	Requests candidate to list employment for <i>past 10 years</i>  Inquiries about past job performance problems with reference to the <i>past 10 years</i> of employment (with the exception of selling or releasing confidential information)
<b>Section 6: Military Experience</b> (No difference)	(No difference)
<b>Section 7: Financial</b> (No difference)	(No difference)
<b>Section 8: Legal</b> Requests candidate to list <i>all</i> detentions, arrests, and convictions since the age of 15	Requests candidate to disclose any criminal convictions, which have not been sealed or expunged (pending further clarification from AG's office)  Adds provision that juvenile records need not be revealed if sealed or expunged by the juvenile court
<b>Section 9: Motor Vehicle Operation</b> Includes inquiries regarding: <ul style="list-style-type: none"> <li>• Vehicle liability insurance</li> <li>• Accidents</li> </ul>	No inquiries regarding: <ul style="list-style-type: none"> <li>• Vehicle liability insurance</li> <li>• Accidents</li> </ul>
<b>Section 10: Other Topics</b> (No difference)	(No difference)

It is strongly recommended that, prior to using the POST PHS or any personal history questionnaire; agencies submit the form(s) to their legal counsel for concurrence. Agencies who wish to revise the POST PHS prior to use at their agencies can request an unprotected version of these forms, which are available from POST by request.<sup>42</sup>

The PHS is divided into ten sections that parallel the required areas of investigation. Each section/area of investigation is discussed below, referenced by the corresponding section in the POST Personal History Statements.

### **PHS Section 1: Personal**

This section requests information on:

- Name (current, past and nicknames)
- Address (residential and mailing)
- Contact information (phone numbers and e-mail address)
- Citizenship status/eligibility for employment
- Birthplace and birth date
- Social Security Number
- Driver's License
- Physical Description

This information is to be used to verify the candidate's identity, obtain contact information, determine that the candidate meets statutory requirements, and to enable fingerprinting and the accurate acquisition of documents required to successfully conduct the background investigation.

#### **VERIFYING IDENTITY**

Establishing identity is a first critical step in the background investigation process. An original birth certificate or certified copy should at least be examined, a copy of which can be made for the investigator's records. If a birth certificate cannot be located (or is in a foreign language), an original U.S. passport or an original or certified copy of a Certification of Naturalization, or presentation of a valid Permanent Resident Alien card will suffice. Candidates can be assigned the responsibility for obtaining these documents, as well as all other personal documents.

Both the parents' and the candidate's name should be verified on these documents. Any discrepancies should be explained.

It is permissible to make copies of official documents; only duplicates made with the intent to defraud are prohibited by law.

#### **DISCREPANCIES IN NAMES - USE OF AN ALIAS**

Name changes can occur for a variety of legitimate reasons, including marriage, adoption, or naturalization. The law permits individuals to use any name as long as the change of name is not for fraudulent purposes. However, the candidate should be able to produce documents that reflect

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<sup>42</sup> For unprotected copies of POST 2-251 and 2-255, contact the POST Forms Manager at 916.227.3891.

these changes. Use of other names for fraudulent or other illegal purposes speaks directly to the individual's suitability for law enforcement.

## CITIZENSHIP

Every employer in the United States is required by law to show that anyone hired since June 1, 1986 is legally eligible to be employed in the U.S.<sup>43</sup> This is true for native-born citizens, as well as naturalized citizens and resident aliens. **U.S. Department of Homeland Security's Form I-9** (Appendix J) must be completed by the employer for every employee, which requires that the employer be provided with proof of legal authorization for U.S. employment.<sup>44</sup>

**PEACE OFFICERS.** Peace officers must, at a minimum, be either United States citizens or permanent resident aliens who are eligible for and have applied for citizenship.<sup>45</sup> All individuals born within the contiguous 50 states and the territories of Guam, Puerto Rico, American Samoa, and a portion of the Virgin Islands are citizens of the United States. All other individuals need to provide documentation that they are permanent resident aliens who are eligible and have applied for U.S. citizenship. A valid U.S. Resident Alien card and a receipt showing that the I.N.S. has received the appropriate application and payment of fees will suffice. (I.N.S. issues a full page, computer-generated receipt upon receipt of application and payment of fees).

Peace officers with the **California Highway Patrol** must be United States citizens.<sup>46</sup> **Deputy Sheriffs and Deputy Marshals** must be "citizens of the State," i.e., United States citizens who reside in California.<sup>47</sup>

Proper evidence of citizenship is a valid birth certificate documenting birth in the United States, or a valid document from the Department of State documenting birth to an American citizen in a foreign country, such as a child of parents in the United States military or in other foreign service. Such documents are issued by the State Department. Other evidence of citizenship is a valid United States passport or Certificate of Naturalization.

**PUBLIC SAFETY DISPATCHERS.** There are no unique citizenship requirements for public safety dispatchers; therefore, the dispatcher PHS only asks, "Are you legally authorized for permanent employment in the United States?"

## BIRTH PLACE AND BIRTH DATE

Birth place and birth date is collected for identification purposes, for fingerprinting, and to verify that peace officer candidates meet the minimum age requirement of 18 years old.<sup>48</sup> Note that both federal and state laws prohibit employment discrimination based on age and national origin.

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<sup>43</sup> [8 USC § 1324a](#)

<sup>44</sup> The [Form I-9](#) is often completed by the agency's human resources department at the time of hiring, but can easily be incorporated into the background process.

<sup>45</sup> [Government Code Section 1031.5](#), which further stipulates that in order for resident aliens to achieve or maintain peace officer eligibility, citizenship status must be conferred within three years of application for citizenship.

<sup>46</sup> [Vehicle Code Section 2267](#)

<sup>47</sup> [Government Code Sections 24103](#), and [241\(a\) and \(b\)](#)

<sup>48</sup> [Government Code Section 1031\(b\)](#)

Age can be verified by presentation of a valid birth certificate or other documents as described above for verifying citizenship requirements.

### **SOCIAL SECURITY NUMBER**

A Social Security number is collected to obtain credit records, Employment Development Department employment histories, employment files and other information (including POST Peace Officer and Public Safety Dispatcher Profile Records). Care must be taken to ensure that this information is not shared with unauthorized individuals and is otherwise kept private.

### **PHYSICAL DESCRIPTION AND PHOTOGRAPHS**

Photographs, as well as a physical description of the candidate (e.g., height, weight, hair color, eye color) can be very useful for positive identification purposes during the background investigation. The photograph should be taken when the candidate meets with the background investigator to start the background process. There are some candidate protection rules regarding use of photographs:

- Photographs are not permitted at time of initial application and may not be used as a basis for employment discrimination.
- Candidates cannot be made to pay for their own photograph.

### **PHS Section 2: Relatives and References**

This section requests contact information on:

- Parents (including step-parents and in-laws)
- Spouses/Formal Registered Domestic Partners (current and former)
- Siblings (including half, step, foster, etc.)
- Children (including natural, adopted, step, and foster)
- References other than family members of individuals listed elsewhere

Commission Procedure C-1 requires that, within practical limits, background investigators contact the references supplied by the candidate, and other references supplied by these initial contacts, to determine whether the candidate has exhibited behavior incompatible with the position sought. Anyone who knows the candidate is a potential source of information. Typically, different types of personal associations with the candidate will lead to familiarity with different facets of the candidate's background. These individuals' greatest value may be as sources of information for secondary references; that is, other individuals who know the candidate but were not listed as such by the candidate. Sometimes secondary references prove to be more candid than primary references supplied by the candidate.

### **FAMILY MEMBERS**

Family members often have the most long-term and in-depth knowledge of the candidate. Relatives may be able to provide information about the candidate's traits and temperament, academic problems and learning ability, legal misconduct (e.g., arrests and/or lawsuits), as well as names of others who are familiar with the candidate. That longstanding relationship with the candidate may, however, affect the objectivity of the information provided. Investigators must judge the completeness and accuracy of that information on a case-by-case basis.

It is recommended that the investigator inquire into whether the candidate has had serious interpersonal problems, including whether the candidate has had any marital problems or any problems with physical or psychological abuse. This does not mean, however, that the investigator should examine every minor family disagreement and dispute, nor unnecessarily violate a family's privacy. The purpose, rather, is to inquire into problems that are of sufficient severity to affect job performance and therefore the candidate's qualifications.

The investigator should be aware that attitudes of the spouse or other close personal relations regarding the candidate joining the department might affect that person's ability to objectively evaluate the candidate's qualifications. The investigator may find it useful to ascertain those attitudes.

Officers have been known to be susceptible to the influence of unprincipled relatives or acquaintances; therefore, such information uncovered during the investigation should be examined. However, having relatives or acquaintances with a criminal or unsavory past should not be an automatic basis for disqualification. Instead, the investigator should focus on the candidate's behavior regarding such relatives or acquaintances and the degree of the candidate's susceptibility to such influence.

## MARITAL STATUS

An individual's marital status is prohibited as a basis for employment discrimination.<sup>49</sup> No judgments should be made about the candidate's current marital status (i.e., married, single, separated, or divorced), nor should routine inquiry be made into the facts surrounding the candidate's decision to marry or remain single.

## FORMER SPOUSE(S)/FORMER REGISTERED DOMESTIC PARTNER(S)

Peace officer candidates must show proof of dissolution of marriage if they have subsequently remarried. Although a copy of the final judgment is sufficient, an inspection of the full file has the benefit of indicating any current or past restraining orders. The final judgment should be inspected to ensure that a final date of dissolution (not merely a request for final judgment) is entered. For candidates who were divorced outside of the United States while they were a citizen of another country, proof of marriage dissolution is often easier to establish by reviewing their Certificate of Naturalization, rather than attempting to translate and verify the legal sufficiency of a foreign document.

Former spouses or domestic partners can be the source of very useful information for a wide variety of uses, including employment history, residences, financial problems, drug use, and other facts. The reason for the break-up itself can provide useful information. The given reasons should be confirmed, whenever possible, by obtaining a copy of the dissolution of marriage or domestic partnership, or checking the civil filing index of the court in order to uncover further information. The investigator should also confirm that child support, if any, is up-to-date.

Any information gathered from a prior spouse/partner should be carefully evaluated and corroborated. Ill feelings generated by a dissolution can cause hostility towards the candidate, which can affect the honesty of the information provided. However, if serious acts of

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<sup>49</sup> [Government Code 12900 et seq.](#)

wrongdoing are alleged, every effort should be made to verify those claims through additional sources. For example, if acts of domestic violence are claimed, the investigation should include determining whether police reports were filed and/or court restraining orders were sought.

## CHILDREN

Generally, the behavior of the candidate's offspring should not be used in evaluating the candidate's acceptability. Exceptions would be the situations in which the candidate knowingly supported or contributed to the delinquent behavior of the offspring, or there is evidence of abuse or neglect. Support of dependents is a separate question, which is addressed in the Financial section.

## OTHER REFERENCES

Anyone who has lived with or has had a relationship with the candidate is a potential source of relevant information, depending upon the nature of their relationship and how recently that relationship existed. Therefore, the context, frequency of contact, and length of the candidate's relationship with the relative, reference, or acquaintance should be investigated. However, no judgments should be made based on the mere fact of the gender of the individual with whom the candidate has resided.

Some references, even those supplied by the candidate, will be quite reluctant to provide disparaging information about the individual. It is critical that a valid authorization form from the candidate be provided along with an explanation of the protection afforded to the information they provide. An example authorization form for peace officer candidates is included in Table 5-3.

The background investigator is encouraged to solicit secondary references from the relative, reference, or acquaintance. The secondary and other references can often provide the investigator with valuable insight and information that listed references may not be willing to furnish.

References should be asked about the candidate's participation in illegal or unethical conduct, as well as their reputation for honesty and integrity. Specific instances of illegal or unethical activity should be corroborated whenever possible. Other useful topic areas include candidate drug use, financial difficulties, racial or ethnic biases, strength and weaknesses, and their understanding of the reasons underlying their interest in a career in law enforcement.

Ideally, relatives and references should be interviewed in person. However, if the individuals to be contacted are not within a geographical area that makes personal interviews feasible, contacts may be made by telephone or letter. A sample questionnaire is provided in Table 5-4.

**Table 5-3: SAMPLE AUTHORIZATION/ADVISEMENT TO CONDUCT A PRE-EMPLOYMENT PEACE OFFICER BACKGROUND INVESTIGATION**

INFORMED CONSENT RELEASE AND  
HOLD HARMLESS FOR CONFIDENTIALITY  
OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION DATA

**I fully recognize that under California law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency has both a legal and a moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.**

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in California, information protected under sections 832.7 of the Penal Code and 1043 of the Evidence Code. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because this background investigation is either mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under California Civil Code Section 47.

Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy of it pursuant to California Labor Code Section 432.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of \_\_\_\_\_, State of California. (This release is valid for 120 days from the date of signature).

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Witness

**Table 5-4: SAMPLE COVER LETTER AND QUESTIONNAIRE FOR REFERENCE CHECKS**

Dear \_\_\_\_\_ :

\_\_\_\_\_  
(Name of Candidate) has applied for a position in this department. We are informed that you may be able to furnish information of value concerning the candidate's qualifications.

Please assist us by expressing your opinion of this individual and answering the questions on the attached questionnaire. Your responses are absolutely privileged under the law.

We rely upon well-informed individuals to assist us in the selection of personnel who are qualified for public service training and who will maintain high standards of performance in law enforcement.

Your cooperation and an early reply in this matter will be appreciated.

Very truly yours,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Police Department)

**Reference Check Letter**  
**Page 1 of 2**

Concerning the application of \_\_\_\_\_

1. How do you know this candidate?

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2. How long have you known the candidate?

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3. Do you feel the candidate will be effective in a job where helping other people is a key responsibility?  
Explain your answer:

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4. Do you consider the candidate to be an honest person?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain your answer:

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5. How does the candidate deal with difficult problems or emergencies?

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---

6. How well does the candidate keep his/her commitments on time and as agreed?

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7. Does the candidate presently engage in illegal drug use?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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8. Has the candidate expressed or displayed any bias or prejudice towards others?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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9. Would you trust this candidate with your own personal safety or that of your family?

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Please provide any other information about the candidate that you feel might be relevant to the background investigation:

List other personal references we may contact regarding the candidate:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Reference Check Questionnaire**  
**Page 2 of 2**

### PHS Section 3: Education

This section requests information on secondary and post-secondary education, including:

- Degrees and certificates
- Dates attended and units completed
- Trade, vocational, or business schools/institutes attended
- Attendance at a POST Basic Academy/Public Safety Dispatcher Basic Course
- History of academic discipline, suspension, or expulsion

**Peace officer** candidates must have achieved a high school diploma or equivalent.<sup>50</sup> No minimum educational standards are established for **public safety dispatchers**; however, investigations into the educational backgrounds of candidates for both positions can lead to relevant information.

#### VERIFYING MINIMUM REQUIREMENTS - PEACE OFFICERS

[Government Code Section 1031\(e\)](#) established the following education standards for peace officers; however, this does not preclude an agency from establishing higher, job-related post-secondary education requirements. All **peace officers** must have attained one of the following:

- graduated from an acceptable United States high school, or
- passed the General Education Development (GED) test, or
- passed the California High School Proficiency Examination, or
- attained a two-year or four-year degree from an accredited college or university.

U.S. public high schools are acceptable if they meet the high school standards set by the state in which the school is located. The status of a public high school, as well as many private schools, can be checked by contacting that state's Department of Education, or the local school district itself. A list of state education departments can be accessed at <http://www.ed.gov/about/contacts/state/index.html?src=ln>.

To comply with Government Code 1031(e), nonpublic high schools as well as all post-secondary institutions must be accredited by an accrediting agency recognized by the U.S. Department of Education. There are six regional accrediting associations:

- [Middle States Association of Colleges and Schools](#)
- [New England Association of Schools and Colleges](#)
- [North Central Association of Colleges and Schools](#)
- [Northwest Association of Schools and Colleges](#)
- [Western Association of Schools and Colleges](#)
- [Southern Association of Colleges and Schools](#)

In addition to these regional accrediting associations, a list of nationally recognized accrediting agencies is provided on the U.S. Department of Education's Office of Post-Secondary Education website: <http://ope.ed.gov/accreditation/Search.asp>. This site can be checked to establish the accreditation status of any U.S. post-secondary institution. Note that this site *cannot* be used to

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<sup>50</sup> Government Code Section 1031(e)

check the accreditation status of specific high schools, as the U.S. Department of Education's accreditation focus is on post-secondary institutions. However, the acceptability of a nonpublic high school's accrediting association can be checked against the list of associations provided on this site.

Accredited U.S. Department of Defense (DOD) high schools are also sanctioned by Government Code Section 1031(e). The status of a DOD school can be checked at [www.dodea.edu](http://www.dodea.edu).

Official transcripts are the only authoritative means of verifying a person's educational background. Transcripts from accredited institutions will bear the regional accreditation stamp. Some candidates may be reluctant to furnish original transcripts because of the fees involved or the steps necessary to arrange for them. Not uncommonly, however, the reason that candidates fail to furnish original transcripts is because their academic records have been impounded for payment of fees or loans still due the school, a fact that may serve as another legitimate area of concern.

#### RELATED EDUCATIONAL BACKGROUND INQUIRIES

Commission Procedure C-1 requires in the case of peace officers (and recommends in the case of public safety dispatchers) that an investigation must be made into the high school and all higher educational institutions that the candidate attended. At a minimum, this investigation should verify that the information supplied by the candidate on the PHS was accurate. School personnel may also provide useful information if the candidate has recently finished school. This is especially true if there is any record of disciplinary actions, such as suspensions, expulsions or any other form of academic punishment.

It can be particularly useful to contact staff from the candidate's Basic Police Academy or Public Safety Dispatcher Academy. Academy staff are especially likely to remember candidates who stood out from his/her classmates.

#### **PHS Section 4: Residence**

This section requires candidates to detail their residential history for the past 10 years (or since the age of 15), including:

- Addresses
- Dates resided
- Contact information for property manager, rent collector, or owner
- Roommate/housemate contact information
- Reasons for moving
- History of being evicted or asked to leave a residence
- History of leaving a residence owing rent

Commission Procedure C-1 stipulates that the background investigation include inquiries made of the "candidate's present neighborhood and, where practicable, neighborhoods where the candidate may have previously resided, to determine whether the candidate has exhibited behavior incompatible with the position sought." An investigation of residential history facilitates local police record inquiries, as well as providing information about the candidate from neighbors, landlords, roommates and others acquainted with the candidate.

When interviewing neighbors, the background investigator should inquire into how well the neighbor is acquainted with the candidate, whether there have been any incidents requiring a law enforcement response at the candidate's residence, and how the candidate interacts with others in the neighborhood. Contacts with landlords and property managers should include inquiries into the candidate's timeliness in paying rent, complaints from other neighbors or tenants about the candidate, and whether the property was vacated with the proper notice and left in good repair. Information gleaned from these interviews should be maintained in the narrative background report.

If personal interviews with landlords are not feasible, inquiries may be made by letter. Table 5-5 includes a sample background questionnaire for landlords.

**Table 5-5: SAMPLE COVER LETTER AND QUESTIONNAIRE TO LANDLORDS**

<p>Dear _____:</p> <p>_____ (Name of Candidate)</p> <p>who was a tenant at _____ from _____ to _____ is a candidate for a position as a peace officer/public safety dispatcher in this agency.</p> <p>We are asking your assistance in helping us to determine his/her qualifications for the position. Please do so by completing the attached questionnaire. Your responses enjoy absolute privilege under the law.</p> <p>Thank you for your assistance.</p> <p>Sincerely,</p> <p>_____ (Name)</p> <p>_____ (Title)</p> <p>_____ (Police Department)</p> <p style="text-align: right;"><b>Landlord Cover Letter</b> <b>Page 1 of 2</b></p>
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Concerning the application of \_\_\_\_\_

1. How long did you/have you rented to the candidate?

\_\_\_\_\_

2. Do/did you know the candidate other than as a tenant?

\_\_\_\_\_

3. Did the candidate pay his/her rent on-time/as agreed? Yes \_\_\_\_ No \_\_\_\_ Explain:

\_\_\_\_\_

4. Did the candidate have any problems with other tenants/neighbors? Yes \_\_\_\_ No \_\_\_\_

Explain: \_\_\_\_\_

5. Would you rent to this candidate again?

\_\_\_\_\_

6. Did the candidate leave your property in good/satisfactory condition?

Yes \_\_\_\_ No \_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

7. Would you recommend the candidate for a position of public trust such as police officer or public safety dispatcher?

\_\_\_\_\_

8. Please give any additional pertinent facts that may occur to you.

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Landlord Questionnaire**  
**Page 2 of 2**

## **PHS Section 5: Experience and Employment**

Information about the candidate's past work behavior and performance is of tremendous value when determining the individual's suitability for employment. Commission Procedure C-1 requires an investigation of a peace officer candidate's employment history for a minimum of the past 10 years; however, the peace officer PHS requires candidates to document their entire employment history (and, in the case of dispatcher candidates, their employment for the past 10 years). Information inquiries include:

- Employer name, location, and dates and status of employment
- Job titles and duties
- Name and contact information for supervisors and coworkers
- Reasons for leaving (or wanting to leave)
- Dates and reasons for periods of unemployment
- History of counterproductive work behavior, including
  - Disciplinary actions
  - Being fired, released from probation, or asked to resign
  - Workplace violence
  - Resignation in lieu of termination
  - Subject of written complaints or counseling for poor performance
  - Subject of discrimination accusations
  - Attendance problems
  - Unsatisfactory performance reviews
  - Misuse of confidential information
  - Misuse of sick leave
  - Poor performance as a result of drug/alcohol consumption
- History and status of applications to other law enforcement agencies

### **GENERAL AREAS OF EMPLOYMENT HISTORY INQUIRY**

At a minimum, investigators should:

- Contact past employers and co-workers
- Inquire into the reason(s) for the candidate's having had no prior employment or extended gaps in employment
- Inquire into whether the candidate has ever been fired or asked to resign from any place of employment and the circumstances surrounding the termination or resignation.
- Inquire into a candidate's reason for leaving a job if that reason is other than being fired or being asked to leave.
- Inquire into the facts that formed the basis for rejection of the candidate from another position requiring peace officer powers.
- Inquire into whether the candidate has ever received unemployment insurance, workers compensation, or other state or federal assistance through fraudulent means.

### **EMPLOYERS**

Quite often, both public and private employers refuse to speak to investigators, or refer to their designated spokespersons who provide very limited information. Government Code Section 1031.1 was specifically added to facilitate obtaining written employment information from present or past employers of peace officer candidates who are not currently employed as peace

officers.<sup>51</sup> It requires these employers to disclose relevant information to background investigators, including performance evaluations, attendance records, disciplinary actions, eligibility for rehire, etc., however:

- The request must be made in writing
- The request must be accompanied by a notarized letter from the candidate releasing the employer of liability
- The request and authorization must be presented to the employer by a sworn officer of the employing agency (or other designee)
- The disclosed information remains confidential, even though the information may be released to other law enforcement agencies that are also conducting a peace officer background investigation. The receiving agency must reconfirm the information

Past and present employers are entitled to charge reasonable fees to reimburse costs incurred in furnishing the information.

A sample of a written request for information, including a copy of Government Code Section 1031.1, is included in Table 5-6. Note that individual employers may have their own specific requirements and release forms to be completed before they provide information.

Access to employment information on past or current employees of a public agency but who are not covered by Government Code Section 1031.1 is guaranteed by the [California Public Records Act](#).<sup>52</sup>

**Dispatcher applicants** should not be asked to complete waivers designed for peace officer applicants; rather, separate waivers should be designed for that purpose. Investigators can reassure references contacted in the course of such backgrounds that similar legal privilege (per [Civil Code Section 47](#)) may apply (but only if the agency is in the POST Public Safety Dispatcher Program, thereby making a background investigation a legal requirement).

Civil Code Section 47(b)(3) confers **absolute privilege** on the persons who are contacted or who come forward on legally mandated backgrounds (i.e., peace officers and public safety dispatchers in the POST program). As discussed in Chapter 3 (Legal Qualifications and Statutory Framework), information that is privileged may not be introduced in a court proceeding if it is adverse to the interests of the provider of that information. This protection should be spelled out in a notarized letter from the candidate releasing the employer from liability, such as in the sample letter for entry-level peace officer candidates found in Table 5-7, and the comparable letter for dispatcher candidates located in Table 5-8. Employers can also be reminded of the legal risks associated with providing inaccurate evaluations, either highly positive or negative.

Information from the employer should include, if at all possible:

- A verification of the dates of employment and the position held
- An examination of the original application documents to assure that the candidate is disclosing his/her entire job history
- An assessment of the candidate's job skills and reputation as an employee

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<sup>51</sup> Per [Government Code Section 1031.1\(d\)](#), an employer's refusal to disclose information to a law enforcement agency constitutes grounds for a civil action for injunctive relief.

<sup>52</sup> Government Code Section 6253

- Identification of any performance problems or work habits, including the ability to work with others and as part of a team
- The candidate's attendance and punctuality record or other indications of dependability
- The real reason why the employee is leaving or has left that employer
- If the former employer would recommend or rehire that person

Before drawing any conclusions, the background investigator should establish or refute the veracity of any negative information; to the extent possible, the employer's observations should be supported with official records. Any discrepancies between these personal assessments and the official record should be explored. Investigators must keep in mind that many employers, even public employers, often fail to document assessments of work performance, and an official record may be very difficult, if not impossible, to access.

### SUPERVISORS AND CO-WORKERS

Current and past co-workers and supervisors can serve as useful sources of information, as well as a source of leads to additional co-workers, friends, and other useful contacts. As with all references, the relevance and usefulness of the information provided by these individuals depends upon how recently they worked with the candidate, for how long, and the nature of their working relationship. Any information provided by supervisors and co-workers - positive or negative - should be carefully evaluated and corroborated.

If past employers and supervisors cannot be interviewed personally, contact may be made by letter or by telephone. A sample letter and questionnaire that can be used to contact the past and present employers is found in Table 5-9.

### PERIODS OF UNEMPLOYMENT

The PHS requires candidates to indicate all periods of unemployment and reason for the unemployment, choosing from five categories: student, between jobs, leave of absence, travel, and other. As discussed in the section on disability discrimination, medical inquiries are prohibited prior to a conditional offer of employment. However, it is permissible to question any gaps or sudden departures of employment per se, even if it may elicit information about a medical condition or disability. Medical information volunteered in response to this line of questioning should not be pursued until and unless the candidate receives a conditional job offer.

### REASON FOR LEAVING A JOB

While inquiring into the reasons for the candidate's leaving a job is recommended, caution must be exercised. Limited employment opportunity is a valid and acceptable reason for terminating an employment relationship, as are hostile work environments, unlawful terms of employment, relocation, and other explanations.

**Table 5-6: SAMPLE LETTER TO BE USED WITH PEACE OFFICER CANDIDATES WHO ARE NOT CURRENTLY EMPLOYED AS PEACE OFFICERS**

Dear \_\_\_\_\_:

\_\_\_\_\_(Name of Candidate) \_\_\_\_\_ who was employed by your firm from \_\_\_\_\_ to \_\_\_\_\_ is a candidate for a position of peace officer in this department. We are asking your assistance in helping to determine his/her qualifications for the position by supplying us with employment information regarding this individual.

Government Code Section 1031.1 requires employers to disclose written employment information when a person is applying for a peace officer position. A copy of the law is attached for you. An employer has an obligation to disclose written employment information, which includes information in connection with job applications, performance evaluations, attendance records, disciplinary actions, eligibility for rehire, and other information relevant to peace officer performance (except information prohibited from disclosure by any other state or federal law or regulation).

We would appreciate your cooperation in providing the above employment information regarding \_\_\_\_\_, and we are accompanying this request with a notarized authorization releasing you from civil liability. We would be glad to cover any costs you incur in copying and furnishing these documents to us. Of course, your responses are absolutely privileged under the law.

Very truly yours,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Hiring Agency)

#### **GOVERNMENT CODE SECTION 1031.1**

**1031.1.** (a) For purposes of performing a thorough background investigation for candidates not currently employed as a peace officer, as required by subdivision (d) of Section **1031**, an employer shall disclose employment information relating to a current or former employee, upon request of a law enforcement agency, if all of the following conditions are met:

- (1) The request is made in writing.
- (2) The request is accompanied by a notarized authorization by the candidate releasing the employer of liability.
- (3) The request and the authorization are presented to the employer by a sworn officer or other authorized representative of the employing law enforcement agency.

(b) In the absence of fraud or malice, no employer shall be subject to any civil liability for any relevant cause of action by virtue of releasing employment information required pursuant to this section. Nothing in this section is intended to, nor does in any way or manner, abrogate or lessen the existing common law or statutory privileges and immunities of an employer.

(c) For purposes of this section, "employment information" includes written information in connection with job applications, performance evaluations, attendance records, disciplinary actions, eligibility for rehire, and other information relevant to peace officer performance, except information prohibited from disclosure by any other state or federal law or regulation.

(d) An employer's refusal to disclose information to a law enforcement agency in accordance with this section shall constitute grounds for a civil action for injunctive relief requiring disclosure on the part of an employer.

(e) Employment information disclosed by an employer to an initial requesting law enforcement agency shall be deemed confidential. However, the initial requesting law enforcement agency may disclose this information to another authorized law enforcement agency that is also conducting a peace officer background investigation. Whenever this information is disclosed to another law enforcement agency, that agency shall utilize the information for investigative leads only and the information shall be independently verified by that agency in order to be used in determining the suitability of a peace officer candidate.

(f) An employer may charge reasonable fees to cover actual costs incurred in copying and furnishing documents to law enforcement agencies as required by this section.

**Table 5-7: SAMPLE AUTHORIZATION TO RELEASE INFORMATION FOR  
EMPLOYMENT OF PEACE OFFICER CANDIDATES**

California Government Code § 1031, subdivision (b), provides that each class of **Public Officer or Employees declared by law to be Peace Officers** shall *"Be of good moral character, as determined by a thorough background investigation."*

All responses to inquiries are protected, even if unsolicited, by the absolute privilege of California Civil Code § 47, subsections (b) and (c), and California Government Code § 1031.1.

As a candidate for a position with the [insert employer's name], I am required to furnish information for use in determining my qualifications. For this purpose, I authorize release of any and all information you may have concerning me, including but not limited to, information of a confidential or privileged nature, or any data or materials that have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding involving disciplinary matters.

I hereby acknowledge that I have been advised that the records or information contained therein may be considered confidential under California Penal Code § 832.7, and therefore subject to discovery or disclosure only pursuant to a noticed motion under California Evidence Code § 1043. By signing this authorization I hereby waive any and all rights to have any record or records or information contained therein discovered or disclosed only by a noticed motion pursuant to California Evidence Code § 1043, and hereby authorize the disclosure of all records to which, as an employee, the undersigned would have or did have access.

I hereby release, discharge, and exonerate the agency, their agents, representatives and/or any person furnishing information, from liability arising out of the furnishing and/or inspection of records and/or other **truthful**, even though potentially embarrassing, information.

It is further understood, acknowledged, and agreed to, that any information secured pursuant to this statutorily required background investigation, which would negatively reflect on my fitness for duty, will be forwarded to my current law enforcement employer.

This release shall be binding on my legal representatives, heirs, and assigns.

This release shall expire 120 days from the date signed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(NOTARIZATION RECOMMENDED)

**Table 5-8: SAMPLE AUTHORIZATION TO RELEASE INFORMATION FOR PUBLIC SAFETY DISPATCHER CANDIDATES**

As an applicant for the position of **Public Safety Dispatcher** with the [insert employer's name], under California law (Code of Regulations Section 1018[c], enacted pursuant to Penal Code Section 13510[c]), my prospective employer is required to conduct an investigation into my personal, medical, and psychological fitness to serve in this capacity.

I hereby direct you, your organization, its Custodian of Records, and/or persons in your employ to release any and all information which you may have concerning me, including information which may be of a confidential, privileged, and/or derogatory nature, including, but not limited to: employment information, official employment documents, employment performance data, character reference information, educational records and transcripts (pursuant to Public Law 93-380), medical, surgical, psychological, and dental records if I am offered employment with this agency (pursuant to the Medical Information Act, Civil Code Section 56 et. seq. and C.F.R. 1630), credit and financial information (pursuant to the Banking Privacy and Fair Credit Reporting Acts), local criminal history information (pursuant to Penal Code Section 13300[b][10]), and/or any other information that you possess.

I exonerate, release and discharge you, your organization, its officers, agents, and assigns, from any liability or damages, whether in law or in equity, for furnishing the truthful information requested by the bearer of this authorization form.

Truthful responses are protected, even if unsolicited, by the absolute privilege of California Civil Code § 47.

This release expires 120 days from the date of signature.

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(Signature)

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(Date)

(NOTARIZATION RECOMMENDED)

**Table 5-9: SAMPLE COVER LETTER AND QUESTIONNAIRE TO PAST EMPLOYERS AND SUPERVISORS**

Dear \_\_\_\_\_ :

\_\_\_\_\_  
(Name of Candidate)

who was employed by your firm/department from \_\_\_\_\_ to \_\_\_\_\_ is a candidate for a position of \_\_\_\_\_ in this department.

We are asking your assistance in helping to determine his/her qualifications for the position. Would you please help us by answering the questions on the enclosed questionnaire? Your responses are absolutely privileged under the law.

If you prefer to speak with us by telephone, please call me, (Name of Officer) at (Telephone Number). My normal work hours are \_\_\_\_\_.

Your cooperation is greatly appreciated.

Very truly yours,

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

(Law Enforcement Agency) \_\_\_\_\_

**Past Employers and Supervisors Cover Letter**  
**Page 1 of 2**

Concerning the application of \_\_\_\_\_

1. Why did the candidate leave your employ?
2. Was the candidate punctual and dependable?
3. How did the candidate get along with other employees?
4. How did the candidate deal with difficult problems or emergencies?
5. Was the candidate honest and truthful?
6. Did the candidate have any problems following/adhering to company or agency policies?
7. Did the candidate have any extended work absences? (Please do **not** include periods of disability or legitimate illness, including maternity leave).
8. Would you re-hire or recommend the candidate for rehire?
9. Can you think of any reason why the candidate might not be qualified to work in a law enforcement agency?
10. If you know of other persons who may be able to furnish information about the candidate, please give their names and addresses.

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Phone	_____	Phone	_____
E-mail	_____	E-mail	_____

Signature	_____	Date	_____
Address	_____		
	_____		

**Past Employers and Supervisors Questionnaire**  
**Page 2 of 2**

## CURRENT EMPLOYER

A current employer or supervisor may present a biased or inaccurate picture of the candidate in order to encourage (or discourage) employment of the candidate elsewhere. The investigator must exercise caution and ensure that any information, either positive or negative, is carefully evaluated and corroborated.

The investigator should avoid deliberately placing a candidate's present job in jeopardy. If on the PHS, the candidate indicated that there would be a problem if the current employer were contacted, it is lawful to defer contact with that employer until after a conditional offer of employment has been extended. In this case, the investigator should contact the present employer only after all other candidate screening steps have taken place.<sup>53</sup>

## REJECTION FROM ANOTHER PEACE OFFICER POSITION

The investigator should inquire into the facts surrounding the rejection for any other position requiring peace officer powers. Resulting information must be carefully verified and evaluated; it should not automatically be assumed that the previous investigation was unbiased, thorough, and complete. Furthermore, different agencies may have different minimum standards (including age, education, drug use, residency, etc.); therefore, the investigator should assess whether the reasons for such a rejection are relevant to the present employer. Another employer's reason for rejection is not automatically relevant. Agencies should reject unsuitable candidates based on their own job-relevant criteria and not those of another agency (especially if those reasons have not been independently verified or deemed irrelevant, outdated, or otherwise inapplicable).

## PHS Section 6: Military

Commission Procedure C-1 requires that the background investigation of peace officer candidates include an evaluation of military records in the service of the United States, jurisdictions therein, or foreign government, to determine the quality of the individual's service and proof of selective service registration where required by law. The same investigation is recommended, although not required, of public safety dispatcher candidates.

This section of the PHS requires candidates to detail their military history, including:

- Selective Service registration (if applicable)
- Branch of service and dates
- Type of discharge
- Current status as a reservist
- Disciplinary actions, judicial and non-judicial
- Security clearance problems

The candidate's participation in the National Guard or a reserve component of the armed services is protected by the [Military and Veterans Code Section 394](#). It is a misdemeanor to discriminate against a reservist in any aspect of employment.

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<sup>53</sup> [ADA Enforcement Guidance: Preemployment Disability-Related Questions and Medical Examinations](#), EEOC, October, 1995.

## SELECTIVE SERVICE REGISTRATION

In July 1980, Congress restored the selective service registration, requiring all males (excluding the sons of foreign diplomats) born on or after January 1, 1960 to register within 30 days of their 18th birthday, and up to the age of 26 they are required to notify the Selective Service of changes in name, address, or telephone number.<sup>54</sup> (Note: Federal law gives the employer the power to determine the penalty, if any, for a willful failure to register for Selective Service).

Information on the candidate's compliance with current registration requirements can be obtained from the Selective Service System at their website ([www.sss.gov](http://www.sss.gov)). If proof of registration is not available on the website, a letter should be written to the Selective Service System. A sample - written inquiry is provided in Table 5-10.

Note that since 1973, the military uses the individual's social security number for identification purposes.

## MILITARY SERVICE HISTORY

Military service records should be requested on candidates who have served in the military. Military records can be obtained by using either a Standard Form 180<sup>55</sup> or an equivalent form developed by the agency. Information on how to obtain military service records can be found by matching the candidate's service history with the records repositories listed on the back of the SF 180. To ensure that complete information is received, a letter, signed by the candidate, can be submitted that specifies the exact information requested, including:

- copies of personnel records,
- copies of DD-214s,
- eligibility for reenlistment,
- records of judicial and non-judicial punishments,
- performance ratings and other records.

A sample letter is provided in Table 5-11. Note that the letter should include:

- candidate's full name while in the military,
- military service number,<sup>56</sup>
- dates of entry/discharge into/from the military, and
- whether the candidate was an officer or enlisted, and which branch of service.

Requests should be sent to the appropriate military records custodian, as listed on the last page of SF 180.

## DD-214

Candidates who have been in the military are almost always issued a report of separation each time they are released/discharged from active duty. Individuals may have one or more such reports, depending on their military history.

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<sup>54</sup> Since 1942, all eligible males have been required to register with the Selective Service, with the exception of those persons born between April 15, 1957 and December 31, 1959.

<sup>55</sup> Standard Form 180 can be downloaded from [www.archives.gov/forms](http://www.archives.gov/forms); a hard-copy is located in Appendix K.

<sup>56</sup> Since 1973, the military uses the individual's social security number for identification purposes.

There are two versions of the DD-214 - a short form (Copy 1) and a long form (Copy 4). Investigators should examine the long form (Copy 4), as it contains the candidate's reentry code. Separation code and separation authority. Investigators should always examine an original document.

## RE-ENTRY CODES

Although re-entry codes reflect a variety of things, a "1" or "2" generally indicates that there were no problems. A "3" indicates some substantial issue that needs to be explored because re-enlistment would require a waiver by the service branch. A "4" indicates that re-enlistment would be prohibited and must be carefully explored.

## TYPE OF DISCHARGE/CHARACTER OF SERVICE

The DD-214 will list one of five possible entries under "character of service" (type of discharge):

1. Honorable
2. General, under honorable conditions (less than full honorable)
3. Other than honorable conditions (OTH or UD)
4. Bad conduct discharge (BCD) - resulting from a special court martial
5. Dishonorable discharge - resulting from a general court martial. No longer considered a veteran.

Because reason for separation, type of discharge and re-enlistment codes appear only in predetermined combinations on genuine DD-214s, a local armed forces recruiter can help if assistance is needed in interpreting the meaning of these or other codes. However, federal privacy laws prohibit identifying the service member when discussing the form.

## CURRENT MILITARY STATUS

The PHS asks the candidate to indicate any current military obligations (military reserve or National Guard program). When the candidate indicates a current military obligation, the current unit, co-workers, and supervisors should be treated no differently than a civilian job.

## MILITARY DISCIPLINE

Inquiry into judicial and non-judicial military disciplinary action may reflect upon the candidate's suitability. Such information should be explained in the PHS and verified through military records (i.e., DD-214 or other available records), or through contact with military acquaintances or commanding officers.

## CONTACT PAST COMMANDING OFFICERS OR MILITARY ACQUAINTANCES

When interviewing commanding officers and military acquaintances, the investigator might ask questions such as:

- When or how long ago did you know the candidate?
- How well did you know the candidate?
- Was the candidate ever the subject of any disciplinary action?
- Do you know if the candidate got along well with others?
- Can you think of any reason why the candidate might not be qualified to work in a law enforcement agency?

**Table 5-10: SAMPLE LETTER FOR SELECTIVE SERVICE SYSTEM INQUIRY**

Selective Service System  
P.O. Box 4638  
North Suburban, IL 60197

Ladies and Gentlemen:

\_\_\_\_\_ is a candidate for a position in this department, and we are unable to locate his proof of registration in your automated system.

Please send us a copy of information pertaining to the candidate's compliance with Selective Service registration requirements. We have enclosed a waiver signed by the candidate.

To aid you in finding the candidate's file, we are providing the following information:

Complete Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (       ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Selective Service Number: \_\_\_\_\_

Address at Time of Registration: \_\_\_\_\_

\_\_\_\_\_

Approximate Date of Registration: \_\_\_\_\_

Your cooperation is appreciated.

Sincerely,

\_\_\_\_\_  
[NAME]  
(Title)

**Table 5-11: SAMPLE AUTHORIZATION AND REQUEST FOR RELEASE OF MILITARY RECORDS**

[Date]

[Address of Appropriate Military Branch]

I authorize and direct the release of copies of my military personnel records, including but not limited to copies of my DD-214 (Report of Separation), my eligibility for re-enlistment in the Armed Forces of the United States, records of any and all judicial and non-judicial punishment, records of decoration, performance ratings, and any other records which you may possess.

This request is being made as part of a background investigation conducted on behalf of the \_\_\_\_\_ to determine my suitability for employment as a \_\_\_\_\_ peace officer, pursuant to California State law, and constitutes an express waiver of the Federal Privacy Act (PL 93-579) 5 US Code 552 and 32 CFR, Part 45.

Printed Name of Veteran/Service Member: \_\_\_\_\_

Signature of Veteran/Service Member: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Officer? ☐ Enlisted? ☐

Service Number (if different from above): \_\_\_\_\_

Date of Entry into Service: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Coast Guard ☐

National Guard ☐ /State \_\_\_\_\_ Last Unit Assigned to: \_\_\_\_\_

Sincerely,

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

(Address) \_\_\_\_\_

## PHS Section 7: Financial

Commission Procedure C-1 requires that a credit check be performed on all peace officer candidates, to assess the individual's ability and willingness to effectively manage financial responsibilities, as a measure of dependability and integrity. Agencies whose public safety dispatchers have money-handling responsibilities or other high-risk duties may wish to justify a similar check for this class of employment as consistent with business necessity.

This section requires the candidate to provide an estimate of his/her income and expenditures, and to respond to specific questions associated with history of fiscal responsibility, including:

- Bankruptcy filings
- Contact by collection agencies
- Repossessions
- Wage garnishments
- Delinquencies, failure to pay, or cheating on taxes
- Employment bond refusals
- Defaulting or avoiding repayment on loans
- Debts due to gambling
- Expenditures on illegal activities
- Failure to make court-ordered payments
- Bad checks

Although an important area of investigation, the evaluation of a candidate's behavior regarding the handling of finances must be careful and judicious. In some instances, outwardly negative information may involve legal rights and even factors that are completely outside of the candidate's control. Financial opportunities can be limited as much by race, gender, marital status, and even geography as by willful acts of the candidate. It is therefore *critically important* to understand the full circumstances surrounding any apparently negative financial information.

### SOURCE OF INCOME

Investigators are permitted to inquire into the source of any income reported by the candidate, including wages, salary, or money earned by other means. Provided that the source of income is lawful, investigators should not draw conclusions about a candidate merely based on the amount of money earned.

### EXPENDITURES

It is permissible to inquire into the amount of money a candidate claims to spend on a monthly basis. However, assuming that the expenditures are for a lawful purpose, how a candidate chooses to spend money is generally not relevant. Instead, the focus should address the following questions: Does the reported income support the expenditures that a candidate claims? Do the reported expenditures correspond with the obligations appearing on the credit report? Does the candidate meet the obligations that he or she has agreed to assume?

### BANKRUPTCY

Individuals have three essential avenues in which bankruptcy may be pursued: Chapter 7 (discharge of debt), Chapter 11 (business-related protection from creditors), and Chapter 13

(individual reorganization of debt).

Bankruptcy is a legal right. Absent any evidence of fraud, the mere fact that a candidate has undergone bankruptcy cannot be the sole basis upon which employment is denied.<sup>57</sup> Investigators may inquire into the circumstances that led up to bankruptcy, including the examination of supporting court records regarding reported assets and liabilities at the time when the bankruptcy petition was filed. Once filed with the United States District Court, these are public records.

State law forbids a consumer/credit reporting agency from reporting any fully discharged bankruptcy that is more than ten years old [[Civil Code Sections 1786.18 \(a\)\(1\)](#)].

#### BILLS TURNED OVER FOR COLLECTION AND REPOSSESSIONS

In many cases, collection activity and repossessions are indicative of problem behavior. Investigators should take care to assure that the bill in collection is, in fact, the responsibility of the candidate against whose credit it has been reported and that any repossession reported similarly applies to the candidate. Investigators should then inquire as to why the bill had to be turned over to collection or why repossession was necessary.

#### GARNISHMENTS

At one time, garnishments were almost always indicative of a candidate's failure to meet obligations. Today, however, as in the case of child support obligations, many courts automatically garnish wages, even where there has been no history of delinquencies. In some cases, tax payment plans can, for the convenience of the taxpayer, be automatically garnished from wages and frequently involve liens against the taxpayer's credit record.

#### TAX DELINQUENCIES

The failure to satisfy lawful tax obligations may have a significant financial impact on a candidate's suitability. However, the reasons for the delinquencies may be more important than the delinquencies themselves. Unforeseen tax liabilities (wild fluctuations in company stock options, non-liquid inheritances, liquidation of property forced by marriage dissolution, criminal activities by a spouse or former spouse, and even changes in tax law) may or may not reflect upon a candidate. This is a legally complex area. Investigators may be best served by conducting a case-by-case review of a candidate's situation and should be open to authoritative interpretations by tax professionals.

#### FINANCIAL CREDIT REPORTS (SUPPORT DOCUMENT)

Recognizing that credit reports are frequently inaccurate, both the U.S. Congress and the California Legislature have imposed procedural safeguards to reduce the likelihood that an individual can be unwittingly denied employment based upon erroneous credit information. Background investigators may subject their agencies to unnecessary civil liability in the event that they fail to follow the disclosure rules present in the Fair Credit Reporting Act ([15 United States Code 1681](#)) and the California Consumer Credit Reporting Agencies Act ([Civil Code Sections 1785.20 and 1785.20.5](#)).

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<sup>57</sup> [11 USC § 525](#).

A sample credit data advisement form is provided in Table 5-12. This form (and all other forms provided in this manual) should only be used in consultation with the agency's legal counsel.

## CONSUMER CREDIT REPORTING AGENCIES

A great deal of financial information is obtainable from consumer credit reporting agencies, and they often provide a timely and inexpensive means by which to assemble summary credit information.

Information obtained from a credit-reporting agency may include name, age, spouse's name, number of dependents, former addresses, occupation, employer, monthly income, paying habits, number of accounts maintained, balances on accounts, and case history of accounts. However, caution should be exercised when reviewing credit information. It is possible that these credit reports may contain some erroneous information. *All credit reports should be verified for accuracy, and candidates **must** be furnished a free copy of that report if it is to be used contrary to their interests.* Any circumstance surrounding any negative information should be evaluated on its own merits.

[Title 15 USC 1681 § 604\(b\)](#), effective September 30, 1997, supersedes the provisions of the California Civil Code regarding an employer's use of credit information. Candidates must be notified that a prospective employer may consider credit history in evaluating suitability for appointment. Under the law, candidates must be informed of their rights under the Fair Credit Reporting Act (FCRA) before any adverse decision can be made.

## PRACTICAL CONSIDERATIONS

Investigators should take heed of the following:

- Financial data is extremely sensitive. Take steps to safeguard it.
- Always be wary of the accuracy of financial data, whether furnished by the candidate or by some other source. It is notoriously inaccurate.
- Whenever conducting a credit check of candidates for employment purposes, a candidate's signed consent is necessary.
- Whenever credit reports are used for adverse employment purposes, the candidate is entitled to a free copy of any such report under federal law.
- Whenever a candidate for employment is rejected from employment, in part or in whole, based upon credit information, the candidate must be informed.
- The mere fact of bankruptcy cannot be the sole basis upon which a candidate is denied employment.
- Concentrate on whether a candidate's income and expenditures are lawful, properly reported, and satisfied in a timely manner.
- Absent fraud or conspiracy, financial data pertaining to the candidate's family, business partners, and even spouses (in some cases) are generally irrelevant and not permitted.
- Candidates who are self-employed may need to produce documents such as financial statements from an accountant or even tax returns to support their claimed income.

Investigators should not, however, collect such sensitive documents unless necessary.

**Table 5-12: SAMPLE ADVISEMENT TO CANDIDATES REGARDING THE USE OF CREDIT INFORMATION FOR EMPLOYMENT PURPOSES**

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) and California's Consumer Credit Agencies Act (Civil Code Section 1785.20.5) require that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision. In some cases, an evaluation of your financial history is mandated by law (California Code of Regulations Section 1002(a), POST Commission Procedure C-1, 1-5(j)), or by policy of your prospective employer.

You are hereby notified that your prospective employer intends to use credit data as **part** of its decision-making process for the position for which you have applied. The **Credit Reporting Agency (CRA)**, which will furnish this data, will be \_\_\_\_\_ located at \_\_\_\_\_. Their telephone number is \_\_\_\_\_. You will automatically be furnished a copy of this report, but before any adverse actions are taken as a result of this document, you are advised of the following:

1. Access to your file is limited to persons recognized by the FCRA;
2. Your consent is required for reports that are provided to employers or that contain medical information;
3. You can find out what is in your file, although some information, such as "risk sources" or "credit scores" may be lawfully withheld;
4. You have been informed of the name, address, and telephone number of the CRA which is furnishing this data;
5. You can dispute inaccurate information with the CRA;
6. Inaccurate information must be corrected or deleted;
7. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
8. You may choose to exclude your name from the CRA list for unsolicited credit and insurance offers;
9. You may seek damages from violators, and;
10. The complete text of this act may be found at [www.ftc.gov](http://www.ftc.gov).

**CERTIFICATION:** I certify that \_\_\_\_\_ has my consent to obtain a copy of my credit report for the limited purpose of my pre-employment background investigation; that I have been furnished with the name, address, and telephone number of the CRA, I have been informed that I will receive a copy of my credit report and that I have been informed in summary form of my rights under the FCRA.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

## PHS Section 8: Legal

California law<sup>58</sup> and POST regulations<sup>59</sup> require that the background investigation include a review of specific sources of information, including:

- Criminal records of the California Department of Justice
- All police files in jurisdictions where the candidate has resided, worked or frequently visited
- The Federal Bureau of Investigation records
- The State Department of Motor Vehicles, Division of Drivers Licenses

This PHS section requires the candidates to detail their history of involvement with legal authorities, as well as to recount illegal but undetected activities. This includes:

- Arrests, detentions, diversion programs (peace officers), and convictions (peace officers and public safety dispatchers)
- Probation
- Civil lawsuits
- Referrals to Child Protective Services<sup>60</sup>
- Home visits by law enforcement officers
- Being the subject of emergency protective and related court orders
- Filing of fraudulent claims (e.g., welfare, worker's compensation)
- Misdemeanor-level acts (past seven years)
- Felony-level acts (lifetime)
- Current illegal drug use and history of recreational drug use

### LEGAL HISTORY SEARCH GUIDELINES

Checks of all local agencies where a peace officer candidate has lived, worked, or frequented should be conducted to locate any relevant criminal history that does not appear on a DOJ or FBI Rap Sheet. These checks should be also conducted for all public safety dispatcher candidates; however, note that non-criminal justice agency dispatcher candidates have different levels of protection for their arrest records.<sup>61</sup>

The circumstances surrounding any candidate's arrest/conviction record, whether adult or juvenile, should be investigated. The conduct that led to an arrest or conviction is in many cases as relevant (if not more) than the presence or absence of an arrest.

The facts surrounding the candidate's present or past involvement in any civil court action should be researched. This requirement applies to peace officer and public safety dispatchers.

Arrest reports and court records should be obtained for both peace officer candidates and public safety dispatcher candidates for law enforcement agencies.

### FELONY CONVICTIONS

Any person convicted of a felony (or of a crime in another jurisdiction that would be a felony in California) is prohibited from employment as a California peace officer [Government Code Section

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<sup>58</sup> [Government Code Section 1029](#)

<sup>59</sup> [Commission Regulations 1002\(a\)\(1\)](#) and [1018\(c\)](#), and [Commission Procedure C-1](#)

<sup>60</sup> Peace officer candidates may also be screened through the California Child Abuse Central Index, but an inquiry separate from fingerprinting is required.

<sup>61</sup> See "Disclosure Provisions" in Chapter 3: Legal Qualifications and Statutory Framework

1029(a)]. This prohibition holds even if the conviction was sealed, expunged, or set aside. It may also apply to any convictions that were subsequently reduced to a misdemeanor occurring on or after January 1, 2004.

Proceedings under juvenile court are generally *not* considered to be a criminal conviction under Government Code Section 1029 unless the individual was certified, tried and convicted as an adult. Therefore, juvenile convictions are not included as a legal bar to appointment as a peace officer. However, the conduct surrounding the offense should certainly be considered as part of the overall background.

There are no similar regulations prohibiting the employment of those convicted of a felony as public safety dispatchers.

### MISDEMEANOR CONVICTIONS

Misdemeanor convictions are not, in and of themselves, automatically disqualifying either for peace officers or for public safety dispatchers. However, **any** conviction should be carefully examined with regard to its relevance to the candidate's suitability for appointment, especially the impact on eligibility to possess a firearm pursuant to either [Penal Code Section 12021\(c\)](#) or [Title 18 U.S. Code 922\(d\) and \(g\)](#).

Some persons convicted of offenses have undergone legal proceedings either to seal or even to expunge a criminal conviction (see Table 5-13: Restoration of Rights). Investigators need to check any returned Rap Sheets for the full details, and it may be necessary to obtain "Minute Orders" from the court of record to determine the factual outcome. For peace officer candidates, a firearms clearance letter will be mailed separately from DOJ.

Department policy will largely govern the response to involvement in criminal activity, detentions, arrests, convictions, diversion programs, and even probation. While the PHS covers a wide array of detected and undetected illegal activity - including illegal use of controlled substances - the decision regarding their impact on hiring (apart from issues of legal disqualification under [Government Code Section 1029](#)) rests with the agency.

Agencies may be tempted to deal with each issue and admission on a case-by-case basis; however, this approach can result in claims of disparate treatment, especially against individuals in protected classes (i.e., race, gender, age, sexual orientation, marital status, disability, political affiliation, etc.). A well thought-out and articulated policy in advance of the decision may assist in minimizing the likelihood of accusations and litigation.

### PRACTICAL CONSIDERATIONS

In dealing with legal issues, it is important to consider:

- The seriousness of the offense itself
- The age of the candidate at the time of the offense/conduct
- How recently the offense/conduct occurred
- The occupation/career path of the candidate at the time of the offense
- Any mitigating circumstances
- The impact, if any, upon the candidate's potential credibility as a witness in a court of law

## CIVIL COURT ACTION

The investigation of a candidate's involvement as a plaintiff or defendant in any civil court action can prove to be very informative. The investigator may want to go so far as to check the civil filing index of the superior courts of counties where the candidate has resided.<sup>62</sup>

## RESTRAINING OR STAY-AWAY ORDER

Behavior that led to a restraining or stay-away order placed on a candidate can directly relate to the applicant's suitability for the job. Both the behavior and the circumstances should be thoroughly investigated.

## DIVERSION PROGRAMS

There are many forms of court-ordered diversion programs. Peace officer candidates must report such diversions,<sup>63</sup> but the reporting requirements are different for non-sworn positions, such as public safety dispatcher. Investigators should consult the specific section of law authorizing the diversion in order to determine whether that proceeding must be reported.

## FINGERPRINTING

The submittal of fingerprints is required for both peace officer and public safety dispatcher applicants. Throughout California, paper fingerprint cards have been replaced by Livescan. Agencies that do not have their own Livescan terminal should contract with another agency to provide this service.

Although Livescan responses may return in 24 hours or less, problem records can take upwards of 30 days. Firearms clearance letters are mailed separately. Investigators should carefully read each fingerprint return, as quite often problem records require resubmission or other further action.

Due to the costs associated with fingerprinting candidates, agencies have delayed processing fingerprints. Lengthy or indefinite delays can and have resulted in overlooking the submittal of fingerprints entirely, a fact often detected during the POST compliance audit.

A copy of the return should be retained in the candidate's personnel record, and Commission Procedure C-1-5(f) specifies that a search be made of the Federal Bureau of Investigation records and that a copy of that return should also be retained in the candidate's personnel records. (Note: DOJ Policy is that dispatcher candidates at *non*-criminal justice agencies may not retain these records; only a notation that the search has been conducted and the individual was cleared.)

The California Department of Justice prohibits a hiring agency from using the Automated Criminal History System to investigate a candidate's history of arrest or conviction, or transmitting local criminal history information over the CLETS system for employment purposes.

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<sup>62</sup> The use of public record information, even by agencies in the conduct of their own background investigations, may require disclosure of that information to a candidate if it is to be used adverse to their interests per [Civil Code Section 1786.53\(g\)](#).

<sup>63</sup> Participation in diversion programs as a result of simple possession of marijuana occurring five years ago or longer need not be reported ([Penal Code Section 1000](#)).

## ILLEGAL DRUG AND ALCOHOL USE

As discussed in Chapter 3, Legal Qualifications and Statutory Framework, it is unlawful to make disability-related inquiries prior to making a conditional offer of employment (COE). Protected disabilities include a *history* of drug addiction or dependence. Therefore, questions that can be expected to elicit this type of information are prohibited pre-offer. This would include questions such as “Have you ever been treated for drug addiction?” or “How many times in your life have you used illegal drugs?”

The PHS includes questions on current (#74) and past illegal drug use (#75). The latter question asks candidates to indicate if they: (a) never used any drug recreationally, or (b) tried or used drug(s), but only under **limited** circumstances (e.g., parties, concerts, etc). Candidates who check box (b) are asked to provide details about their drug use, including drug(s) used, most recent date used, and circumstances. Note that if neither box (a) or (b) is checked, it may be assumed (after ruling out carelessness) that the candidate may have used illegal drugs under more than limited circumstances. However, in compliance with the prohibition on pre-offer disability inquiries, investigating the extent and nature of past illegal drug use should be deferred until the post-offer stage.

Alcoholism – past and current – is a protected disability; therefore, questions about how much a candidate drinks, etc., are not allowable prior to a COE. However, inquiries about job-relevant behavior are permissible, even if that behavior was a result of drunkenness. For example, it is permissible to ask about DUIs, or attendance problems at work because of alcohol use.

### PHS Section 9: Motor Vehicle Operation

Commission Procedure C-1 mandates checking the DMV records of both peace officer and public safety dispatcher candidates to determine their driving record and adherence to the law. Although a review of a candidate's driving history is required, the operation of a motor vehicle is neither a state nor a POST requirement for either public safety dispatchers or peace officers. Rather, the review of driving history is intended to provide information regarding the candidate's impulse control/attention to safety, conscientiousness, and other related character attributes.

The section requires candidates to provide information on their driving history, including:

- Driver's license number, state, expiration date, and name under which license was granted
- License refusals, revocations, etc.
- Traffic citations (excluding parking citations)
- Refusal or revocation of automobile liability insurance
- Automobile insurance
- Liability coverage (peace officers only)
- Motor vehicle accidents in the past seven years (peace officers only)

### DRIVER'S LICENSE

As mentioned above, possession of a valid driver's license is not a requirement for either peace officer or public safety dispatcher employment, and therefore should not be a condition of employment unless this is an express agency qualification standard (since some peace officers, and many public safety dispatchers are not required to drive a vehicle).

Information on driving records and the status of licenses in California can be obtained by completing DMV Form INF 252 (Appendix L). Completed forms, including the department's Requester Code Number, should be mailed to:

Department of Motor Vehicles  
Division of Headquarters Operations Information Services  
P.O. Box 944231, Mail Sta. G201  
Sacramento, CA 94244-2310

Under prevailing California Department of Justice policy, California Law Enforcement Telecommunications Systems (CLETS) subscribing agencies **may** access DMV records via CLETS for their candidates.

If the candidate lived or worked outside of California, out-of-state agencies may be contacted for records, although virtually all states (including California) have purge criteria that may limit driving history information. The amount of time that information remains on a DMV record may be influenced by the driving record itself. As a general rule, in California, infractions remain on a record for 37 months, misdemeanor offenses for seven years, and DUIs and hit-and-run for ten years.

#### DRIVER'S LICENSE REFUSED

A driver's license may be refused for a number of reasons that may or may not have relevance to suitability for employment as a peace officer or public safety dispatcher. Investigators should inquire into the reason for the refusal of any state to grant a driver's license to the candidate.

#### VEHICLE INSURANCE

The California Compulsory Financial Responsibility Law requires that operators and owners of motor vehicles be covered by vehicle liability insurance, or place a \$35,000 deposit with the Department of Motor Vehicles, or a bond for the same amount. The investigator should determine if candidates are complying with insurance requirements on their vehicles. Note that persons can be covered by their parents' insurance if they drive their parents' vehicle, or if their vehicle is co-registered to their parents. However, they should be named as an additional insured, either generically on the policy or by name.

#### DRIVING RECORD

The candidate's driving record, in particular the nature and number of moving violations and the number of accidents, can provide useful information about the individual's driving ability as well as other job-relevant personal characteristics. An individual's history of automobile accidents is less likely to be of critical importance for public safety dispatcher candidates, and is therefore not included on that PHS.

In a routine investigation, inquiries should not be made into the number of parking citations the candidate has received, since no precise number of parking citations can be established as being job-relevant. Parking citations are also extremely difficult to track, as many agencies have contracted this function to private organizations. However, the investigator should look into any illegal abuses of the citation process or warrants issued as a result of parking citations.

## REVOKED OR SUSPENDED LICENSE

A revoked or suspended driver's license can be very relevant to candidate suitability, especially where such a suspension or revocation resulted from other willful misconduct (i.e., failure to appear, failure to pay a fine).

## REFUSED AUTO LIABILITY INSURANCE

The driving history of a candidate who has been refused auto liability insurance must be carefully investigated to determine why the insurance was refused. A candidate's insurability is critical for those agencies where driving is an essential function of the position.

## **PHS Section 10: General Topics**

The questions in this section ask about a history of physical violence, gang membership, and other behavior associated anger control problems and anti-social tendencies. Specifically, these items include:

- Denial of a concealed weapons permit
- Membership or association with criminal enterprises, gangs, or other groups that advocate violence, racism or other forms of bigotry
- Having a tattoo associated with a criminal enterprise, gang, or other group that advocates violence, racism or other forms of bigotry
- History of physical violence
- History of domestic violence

## TATTOOS

The PHS limits inquiries about tattoos to those that signify affiliation with or membership in criminal enterprises, street gangs or other groups that advocate violence and/or bigotry. No other questions about tattoos in general should be asked unless they can be shown to be relevant to performing the job. Tattoos that are covered by uniforms, or are never exposed to the public while on duty, should not be the basis for adverse employment actions, absent concurrence with an agency's legal counsel.

**Table 5-13: PEACE OFFICER RESTORATION OF RIGHTS FOLLOWING ARREST AND/OR CONVICTION**

Method	Applicant Must Respond to Inquiries	Applicant's Ability to Carry a Firearm	Applicant's Employability	Impeachability Solely on the Basis of a Prior Conviction	Appearance of DOJ "Rap" Sheet
Release per <a href="#">P.C. 1203.4a</a> (misdemeanor)	Yes	Yes	Yes	No	Release per P.C. 1203.4a
Release per <a href="#">P.C. 1203.4</a> (felony) <a href="#">W&amp;I 3200</a>	Yes	No	No	No***	Release per P.C. 1203.4
Sealed record per <a href="#">P.C. 1203.45</a> (misdemeanor)	No	Yes	Yes	No	No reference
Expunged record per <a href="#">H&amp;S Code 11361.5(a)</a> and <a href="#">11361.7</a>	No If at least 2 years have passed from date of arrest or conviction	Yes	Yes	No	No reference
Expunged record per <a href="#">H&amp;S Code 11361.5(b)(1)</a> and <a href="#">11361.7</a> (misdemeanor)	No If at least 2 years have passed from date of arrest or conviction	Yes	Yes	No	No reference
Pardon per <a href="#">P.C. 4852.17</a> and <a href="#">4853</a>	Yes	Yes*	No**	No***	Pardon per P.C. 4852.17
Reduced per <a href="#">P.C. 17(b)</a> (misdemeanor)	Yes	Yes	Yes	No	Reduced to misdemeanor per P.C. 17(b)
Successful completion of a diversion program based upon an arrest pursuant to <a href="#">P.C. 1000.5</a> , <a href="#">1001.9</a> , <a href="#">1001.33</a> , <a href="#">1001.55</a> , or <a href="#">1001.75</a>	Yes For arrests within the last 5 years	Yes	Yes	No	Diversion successfully completed, case dismissed (or) Diversion terminated, case dismissed (or) Diversion terminated, criminal proceedings reinstated

\* Unless crime of which he/she was convicted involved the use of a dangerous weapon.

\*\* Unless the applicant is applying for the position of parole officer with the Department of Corrections or the Youth Authority (see [Government Code Section 1029\(b\)](#)).

\*\*\* Unless he/she is the defendant in a criminal proceeding.

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## Chapter Six

### POST COMPLIANCE INSPECTIONS

POST is required by statute ([Penal Code Section 13512](#)) to conduct regularly scheduled inspections to verify that agencies are in compliance with documentation requirements and appointment standards. Records are inspected of those peace officers and public safety dispatchers (whose agencies are in the POST program) for whom a Notice of Appointment ([POST 2-114](#)) has been received by POST since the last audit cycle.

Table 6-1 includes the Compliance Inspection Checklist used by POST auditors during the inspections of peace officer background files; the Checklist for public safety dispatchers is contained in Table 6-2. The documents inspected during the inspections are discussed briefly below, including the statutory authority for each requirement, the focus of the inspector's review, and common problems encountered during these inspections.

#### A - RESULTS OF BACKGROUND INVESTIGATION REDUCED TO WRITING AND RETAINED [\[Commission Procedure C-1-6\]](#)

A narrative report must be compiled by the background investigator and included in the employee's selection file. The narrative must fully address and document all mandated areas of inquiry, and contain sufficient information to allow the hiring authority to make a defensible decision. Complete documentation must be included, regardless of which reporting system (i.e., one-write or two-write) was used.

COMMON OVERSIGHTS/PROBLEMS: (1) Narrative does not provide any detail (e.g., "all references were positive"); (2) No documentation in file to allow for actual identification of contacts interviewed and what was said; (3) Narrative fails to address all mandatory areas of inquiry; (4) For two-write systems, failure to retain sufficient documentation and information.

#### B - POST PERSONAL HISTORY STATEMENT OR EQUIVALENT [\[Commission Procedure C-1-3\]](#)

A thoroughly completed Personal History Statement must be contained in the file. The POST forms [2-251 \(peace officer\)](#) or [2-255 \(public safety dispatcher\)](#) can be used, or an equivalent form that includes questions related to the ten areas of investigation listed in Commission Procedure C-1. Completed forms will be reviewed to ensure sufficient personal information to begin and conduct the background investigation [e.g., current and past residences, current and past employment (including unexplained gaps in employment or residences), references, family members].

COMMON OVERSIGHTS/PROBLEMS: (1) Sections of the form are incomplete or inaccurate, (2) No signature on last page.

#### C - BUREAU OF IDENTIFICATION (BID) RECORD CHECK (FINGERPRINT RETURNS) IN FILE [\[Government Code Section 1031\(c\)](#), [Commission Regulation 1002\(a\)\(2\)](#), and [Commission Procedures C-1-4\(e\)](#) and [C-1-5\(c\)\]](#)

The results of the Department of Justice fingerprint check for criminal history must be included. The results must be relevant to the position sought, and conducted prior to but no greater than a year from hire. If these returns are not in the file, POST consultants will conduct periodic checks until files are obtained.

COMMON OVERSIGHTS/PROBLEMS: (1) Confusing a delay notification from DOJ with an actual clearance return, (2) Reports are over one-year old and/or associated with a different position (e.g., correctional officer).

**D - BUREAU OF IDENTIFICATION (BID) FIREARMS CLEARANCE – PEACE OFFICERS ONLY**  
[\[Penal Code Section 12021\(c\)\]](#)

Results from the Department of Justice (DOJ) pertaining to authorization to possess and carry firearms (i.e., Firearms Clearance) must be contained in the file. The DOJ mails the Firearms Clearance separate from the record check (Item C above). The results must be specific to the position sought, and conducted prior to but no greater than a year from date of hire. If these are not found in the file, POST consultants will conduct periodic checks until files are obtained.

COMMON OVERSIGHTS/PROBLEMS: (1) Confusing a DOJ concealed weapons print return for reserve officers with a Firearms Clearance: a reserve officer needs the same fingerprint returns as a full-time officer. (2) Confusing a delay notification with an actual clearance return, (3) Reports are over one-year old and/or associated with a different position (e.g., correctional officer).

**E - FBI RECORD CHECK (FINGERPRINT RETURNS) IN FILE**  
[\[Government Code Sections 1031\(c\), 1029\(a\) and \(b\), 18 USC § 922, and Commission Procedures C-1-4\(f\) and C-1-5\(d\)\]](#)

Results from the Federal Bureau of Investigation fingerprint check for criminal history must be in the file. The results must be specific to the position sought, and conducted prior to but no greater than a year from date of hire. If these results are not found in the file, POST consultants will conduct periodic checks until files are obtained.

COMMON OVERSIGHTS/PROBLEMS: (1) Confusing a delay notification with an actual clearance return; (2) Reports are over one-year old and/or associated with a different position (e.g., correctional officer); (3) Not ensuring that the FBI file check was requested at the same time that the dispatcher fingerprint return was requested.

**F - DMV DRIVING RECORD**  
[\[Commission Regulation 1002\(a\)\(2\), and Commission Procedures C-1-3\(i\), C-1-4\(a\), and C-1-5\(a\)\]](#)

Results from the Department of Motor Vehicle, consisting of a current authorization to operate a vehicle and past driving record, must be in the file.

COMMON OVERSIGHT/PROBLEM: Reports are over one-year old and/or associated with a different position (e.g., correctional officer).

**G - RECORD REVIEW OF LAW ENFORCEMENT AGENCIES WHERE APPLICANT HAS LIVED OR WORKED**  
[\[Penal Code Section 13300\(k\), and Commission Procedures C-1-3\(d\), C-1-4\(i\), C-1-5-\(b\) and C-1-5\(e\)\(5\)\]](#)

Returns from checks of records from agencies serving jurisdictions where the candidate has lived, worked, attended school, or had other extended stays should be included in the file. The record check inquiries and responses should be appropriate to the position being sought. The background summary should identify specific names of agencies checked based on information provided in the PHS. Letters from agencies on letterhead are the best evidence of compliance with this requirement. If agencies do not provide a written return, the fact that they were checked should be noted in the narrative. (Note: some agencies restrict – or decline entirely – requests for local criminal history on non-peace officer applicants).

COMMON OVERSIGHT/PROBLEM: Missing from file or not covered in narrative; not waiting for all returns.

**H - CREDIT CHECK– PEACE OFFICERS ONLY**

[\[Commission Procedures C-1\(g\), C-1-4\(j\), and C-1-5\(e\)\(6\)\]](#)

A check of the individual's financial status must be contained in the file. The check should be conducted prior to but no greater than a year before hire.

**I - DOCUMENTATION OF EDUCATIONAL ATTAINMENT– PEACE OFFICERS ONLY**

[\[Government Code Section 1031\(e\), Commission Regulation 1002\(a\)\(6\), and Commission Procedures C-1-4\(b\), C-1-4\(b\), and C-1-5\(e\)\(1\)\]](#)

Documentation verifying either a U.S. High School graduation, a GED, a California High School Equivalency Examination, a two-year or four-year degree from an accredited college or university must be contained in the peace officer's file. Official transcripts are the only authoritative means of verifying a person's educational background. The transcript shall be an original, a certified copy, or a copy marked "copied from original" that is signed and dated by the background inspector. If any contact was made with current and prior educational institutions attended by the employee, this should be contained in the file too.

COMMON OVERSIGHTS/PROBLEMS: (1) School is not accredited per Government Code Section 1031; (2) diploma rather than transcript is included; (3) Copy of transcript is not certified or lacks notation that it was copied from the original.

**J - AGE AND CITIZENSHIP REQUIREMENTS - PEACE OFFICERS ONLY**

[\[Government Code Section 1031\(a\) and \(b\), 8 USC § 1324a, Commission Regulations 1002\(a\)\(3\) and \(4\), and Commission Procedure C-1-4\(c\)\]](#)

Documentation verifying U.S. citizenship and age must be contained in the peace officer's file. An official U.S. birth certificate, naturalization documentation, U.S. passport, or citizenship documentation shall be included for this verification. The documents shall be an original, a certified copy, or an investigator-attested copy.

COMMON OVERSIGHTS/PROBLEMS: (1) Hospital-issued document rather than an official, government-issued birth certificate; (2) Copy is not certified or lacks notation that it was copied from the original.

**K - MILITARY SERVICE/OBLIGATIONS– PEACE OFFICERS ONLY**

[\[Commission Procedures C-1-3\(f\), C-1-4\(k\), and C-1-5\(e\)\(7\)\]](#)

Verification of military service (DD-214) or verification of selective service registration should be in the file. Selective service registration is required for all males with the exception of those born between April 15, 1957 and December 31, 1959.

**L - DISSOLUTION OF PRIOR MARRIAGES - PEACE OFFICERS ONLY**

[\[Government Code Section 1031\(d\)\]](#)

If the employee has a second or subsequent marriage(s), evidence of dissolution of previous marriages should be contained in the file.

COMMON OVERSIGHT/PROBLEM: Failure to include court-issued final divorce decree in the file.

**M - CONTACT WITH PREVIOUS EMPLOYERS– PEACE OFFICERS ONLY**

[\[Commission Procedures C-1-3\(e\), C-1-4\(g\), and C-1-5\(e\)\(3\)\]](#)

Documented verification of contact with previous employers must be contained in the file.

COMMON OVERSIGHT/PROBLEM: Only a few employers were contacted.

**N - CONTACT WITH REFERENCES– PEACE OFFICERS ONLY**

[\[Commission Procedures C-1-3\(b\), C-1-4\(h\), and C-1-5\(e\)\(4\)\]](#)

Documented verification of contact with personal references must be contained in the file.

**O - CONTACT WITH CURRENT AND PAST NEIGHBORS– PEACE OFFICERS ONLY**

[\[Commission Procedures C-1-3\(d\), C-1-4\(i\), and C-1-5\(e\)\(5\)\]](#)

Documented verification of contact with current and past neighbors must be contained in the file.

**P - MEDICAL EXAMINATION**

[\[Government Code Section 1031\(f\)\(1\), Commission Regulations 1002\(b\)\(1\) and 1018\(c\)\(2\), and Commission Procedure C-2\]](#)

Documented verification that the medical examination was conducted according to GC 1031(f) (Peace Officers) must be contained in the file. This document must be signed by the examining physician, and should include his/her license number, the date the examination took place, that it met GC 1031(f), and that the individual was found suitable for employment. A copy of the letter is permissible, if the original is maintained by the agency's human resources department. The actual medical report shall **not** be kept in the background file.

COMMON OVERSIGHTS: (1) Document must be signed by the doctor, not a nurse practitioner or physician's assistant; (2) Confidential medical information contained in file; (3) No documentation in file; merely a note that clearance letter is kept at HR.

**Q - PSYCHOLOGICAL EXAMINATION - PEACE OFFICERS ONLY**

[\[Government Code Section 1031\(f\)\(2\), Commission Regulation 1002\(b\)\(1\), and Commission Procedure C-2\]](#)

Documented verification that the psychological examination was conducted according to GC 1031(f) must be contained in the peace officer's file. This document must be signed by the examining professional, and should include his/her license number, the date the examination took place, that it met GC 1031(f), and that the individual was found suitable for employment. A copy of the letter is permissible, if the original is maintained by the agency's human resources department. The actual psychological report shall **not** be kept in the background file.

COMMON OVERSIGHTS: (1) Document must be signed by the psychologist, not an assistant; (2) Confidential psychological information contained in file; (3) No documentation in file; merely a note that clearance letter is kept at HR.

**Table 6-1: COMPLIANCE INSPECTION CHECKLIST – PEACE OFFICERS**

State of California

**COMPLIANCE INSPECTION CHECKLIST**

POST 1-284 PAGE 1 OF 2 (4/2/99) – **SWORN**

Department of Justice

Commission on Peace Officer Standards and Training

1601 Alhambra Boulevard

Sacramento, California 95816-7083

<u>DEPARTMENT</u>		<u>PERSONS INTERVIEWED</u>		<u>AREA CONSULTANT</u>		<u>DATE</u>						
NAME (Officer whose employment files were examined)	REG	RES	DATE OF HIRE	DATE ENROLLED (or completed Basic)	CERT HELD?							
1.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
2.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
3.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
4.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
5.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
6.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
7.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
8.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
9.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
10.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>							
<b>PERSONNEL FILE INSPECTION</b>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>A-Results of background investigation reduced to writing and retained.</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B-POST Personal History Statement or equivalent.</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C-BID record check (fingerprint returns) in file.</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D-BID Firearms clearance</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E-FBI record check (fingerprint returns) in file.</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F-DMV driving record</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G-Record review of law enforcement agencies where applicant has lived or worked.</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H-Credit check</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I-Documentation of educational attainment</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J-Birth, verification of place and date (certified birth certificate, naturalization, passport)</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K-Military record review (e.g., DD-214) or Selective Service registration</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L-Dissolution of marriage – verification (if remarried)</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M-Contact with previous employers</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>N-Contact with references</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O-Contact with neighbors, past/present</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>P-Medical exam – verification (written evidence of qualifying pre-employment exam)</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q-Psychological exam – verification (written evidence of qualifying pre-employment exam)</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments (Enter comments specific to each officer in their respective number):</b>			<b>LEGEND:</b> <input checked="" type="checkbox"/> = Satisfactory; <input type="checkbox"/> = Deficient									

**Table 6-2: COMPLIANCE INSPECTION CHECKLIST – PUBLIC SAFETY DISPATCHERS**

State of California  
**COMPLIANCE INSPECTION CHECKLIST**  
 POST 1-284 PAGE 1 OF 2 (4/2/99) – **DISPATCHER**

Department of Justice  
 Commission on Peace Officer Standards and Training  
 1601 Alhambra Boulevard  
 Sacramento, California 95816-7083

<u>DEPARTMENT</u>	<u>PERSONS INTERVIEWED</u>	<u>AREA CONSULTANT</u>	<u>DATE</u>
-------------------	----------------------------	------------------------	-------------

NAME (Dispatcher whose employment files were examined)	DATE OF HIRE	DATE ENROLLED (or completed Basic)	CERT HELD?
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>

<u>PERSONNEL FILE INSPECTION</u>	1	2	3	4	5	6	7	8	9	10
<b>A</b> -Results of background investigation reduced to writing and retained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b> -POST Personal History Statement or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b> -BID record check (fingerprint returns) in file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E</b> -FBI record check (fingerprint returns) in file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F</b> -DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G</b> -Record review of law enforcement agencies where applicant has lived or worked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>P</b> -Medical exam – verification (written evidence of qualifying pre-employment exam)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments (Enter comments specific to each dispatcher in their respective number):	<b>LEGEND:</b> <input checked="" type="checkbox"/> = Satisfactory; <input type="checkbox"/> = Deficient									
1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10-  Overall:										

# Appendices

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## **Appendix A: DEVELOPMENT OF POST BACKGROUND INVESTIGATION DIMENSIONS**

The creation of the POST background investigation dimensions resulted from a review of multiple job analyses of both the peace officer and public safety dispatcher position, including the 1977 and 1998 job analyses from which the previous background dimensions were derived, a personality-based peace officer job analysis conducted by POST in 2003 which led to the development of psychologically-based job dimensions, a 2003 project by the Department of Justice on Community Oriented Policing, and a 2002 POST study leading to the creation of oral interview factors.

An additional rich source of information about both job classifications was provided by the O\*NET database. Created in 1999 by the U.S. Department of Labor, this interactive database includes information on tasks, skills, abilities, knowledge, work activities, and attributes for 1,122 occupations, including *police patrol officer* and *police, fire, and ambulance dispatchers*. Because the O\*NET assesses all occupations against the same set of criteria, it provides a very effective means for comparing peace officer and dispatcher worker attributes.

The next page lists 21 O\*NET job requirements and attributes most relevant to background investigations. The importance of these attributes for peace officers and public safety dispatchers are extremely similar; only a few percentage points separate the ratings for virtually every characteristic. These results serve to demonstrate that, despite the fact that peace officers and public safety dispatchers involve very different duties and tasks, these two occupations are strikingly similar with respect to many worker requirements.

Given this similarity, one common set of ten background dimensions was created for peace officers and public safety dispatchers. The dimensions are organized into five major categories (Moral Character, Handling Stress and Adversity, Work Habits, Interactions with Others, and Intellectually-Based Abilities). These dimensions are fully described in Chapter 2: Peace Officer and Public Safety Dispatcher Background Investigation Dimensions.

**Peace Officer And Public Safety Dispatcher Importance Ratings On Selected U.S. Dept. Of Labor O\*NET Job Attributes & Requirements**

		<b>Importance Rating %</b>	
		<b>Peace Officer</b>	<b>Dispatcher</b>
<b>Integrity</b>	<b>Integrity</b> — Job requires being honest and ethical.	96	91
<b>Stress Tolerance</b>	<b>Stress Tolerance</b> — Job requires accepting criticism and dealing calmly and effectively with high stress situations.	93	96
	<b>Frequency of Conflict Situations</b> — How often are there conflict situations the employee has to face in this job?	94	88
	<b>Deal With Unpleasant or Angry People</b> — How frequently does the worker have to deal with unpleasant, angry, or discourteous individuals as part of the job requirements?	92	94
	<b>Self Control</b> — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.	96	94
<b>Decision Making And Judgment</b>	<b>Critical Thinking</b> — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	86	81
	<b>Frequency of Decision Making</b> — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?	94	95
	<b>Inductive Reasoning</b> — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).	84	88
	<b>Deductive Reasoning</b> — The ability to apply general rules to specific problems to produce answers that make sense.	75	81
<b>Conscientiousness</b>	<b>Dependability</b> — Job requires being reliable, responsible, and dependable, and fulfilling obligations.	88	91
	<b>Initiative</b> — Job requires a willingness to take on responsibilities and challenges.	80	82
	<b>Attention to Detail</b> — Job requires being careful about detail and thorough in completing work tasks.	90	88
	<b>Getting Information</b> — Observing, receiving, and otherwise obtaining information from all relevant sources.	93	99
<b>Interpersonal Skills</b>	<b>Working Directly with the Public</b> — Dealing directly with the public, such as serving customers in restaurants and stores, receiving clients or guests, etc.	92	92
	<b>Work With Work Group or Team</b> — How important is it to work with others in a group or team in this job?	92	93
	<b>Concern for Others</b> — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.	81	84
	<b>Active Listening</b> — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times	88	97
<b>Communication Skills</b>	<b>Oral Comprehension</b> — The ability to listen to and understand information and ideas presented through spoken words	84	100
	<b>Speaking</b> — Talking to others to convey information effectively.	81	92
	<b>Writing</b> — Communicating effectively in writing as appropriate for the needs of the audience.	84	59
	<b>Written Expression</b> — The ability to communicate information and ideas in writing so others will understand.	66	84

## Appendix B: SAMPLE NOTIFICATION OF CONDITIONAL JOB OFFER

### DEPARTMENT LETTERHEAD

DATE:

TO:

FROM:

SUBJ: **Conditional Offer of Employment**

This letter constitutes a conditional offer of employment as a \_\_\_\_\_ with the \_\_\_\_\_ Department. However, **a final, unconditional job offer will only be made upon successful completion of each and every one of the following:**

1. A psychological screening in accordance with California Government Code Section 1031(f) and guidelines established by the California Commission on Peace Officer Standards and Training;
2. A medical screening in accordance with the provisions of Government Code Sections 1031, 12940 and the California Commission on Peace Officer Standards and Training.
3. Completion of the background investigation pursuant to California Government Code Section 1031(d), to include information that was neither legal nor practical to obtain prior to the extension of this offer, or in response to issues that arose subsequent to this offer.

Should you be unsuccessful in any of the above evaluations, this job offer is revoked.

Due to some expected attrition of candidates who either resign or are removed from the eligibility list at the post-offer stage, the number of conditional job offers extended may exceed the number of immediate vacancies. If this happens, you may be placed in a candidate pool and will be extended an offer of employment as soon as a vacancy arises.

**THEREFORE, DO NOT GIVE NOTICE, QUIT YOUR PRESENT EMPLOYMENT OR RELOCATE UNTIL YOU HAVE BEEN OFFICIALLY NOTIFIED THAT YOU HAVE SUCCESSFULLY COMPLETED THE MEDICAL EXAMINATION AND YOUR HIRE DATE HAS BEEN CONFIRMED.**

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## Appendix C: SAMPLE ADVISEMENT TO APPLICANTS REGARDING FALSE STATEMENTS

### ADVISEMENT TO APPLICANTS

The overall purpose of the pre-employment background investigation is to verify that your application and any statements you have made to your prospective employer concerning your qualifications are true.

The California courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, California law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust. Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

### CERTIFICATION

**I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.**

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

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## **Appendix D: SAMPLE ADVISEMENT TO PEACE OFFICERS SEEKING LATERAL PLACEMENT**

### **ADVISEMENT TO PEACE OFFICERS SEEKING LATERAL PLACEMENT**

*California Government Code Section 1031* prohibits the employment of persons who are not of *good moral character* or who are not fit to serve as peace officers. This legal prohibition applies equally to persons seeking employment as peace officers, as well as to persons already employed as peace officers seeking appointment with another agency.

#### **STATEMENT**

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having been engaged in *illegal activities while employed as a peace officer*, this information will likely bar you from further consideration for this position. *Further*, in the event that this illegal activity occurred during the time of your present employment as a peace officer, or if this background investigation should uncover information which raises questions about your fitness to continue as a peace officer, this information may be transmitted to your present employer for their independent investigation.

#### **CERTIFICATION**

I certify that I have read this advisement, understand its implications, and have received a copy of it.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Printed Name

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## **Appendix E: SAMPLE ADVISEMENT TO PUBLIC SAFETY DISPATCHERS SEEKING LATERAL PLACEMENT**

### **ADVISEMENT TO PUBLIC SAFETY DISPATCHERS SEEKING LATERAL PLACEMENT**

*California Code of Rules and Regulations Section 1018(c)* [enacted pursuant to *California Penal Code Section 13510(c)*] prohibits the employment of persons who exhibit past behavior incompatible with the performance of the duties of a public safety dispatcher. This legal prohibition applies equally to persons seeking employment as public safety dispatchers, as well as to persons already employed as public safety dispatchers seeking appointment with another agency.

#### **STATEMENT**

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having been engaged in *illegal activities while employed as a public safety dispatcher*, this information will likely bar you from further consideration for this position. *Further*, in the event that this illegal activity occurred during the time of your present employment as a public safety dispatcher, or if this background investigation should uncover information which raises questions about your fitness to continue as a public safety dispatcher, this information may be transmitted to your present employer for independent investigation.

#### **CERTIFICATION**

I certify that I have read this advisement, understand its implications, and have received a copy of it.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Printed Name

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## Appendix F: SAMPLE OF A “TWO-WRITE” NARRATIVE REPORT

Jane Q. Applicant

### I. PERSONAL

The following is personal descriptive data concerning Police Officer Applicant Jane Applicant. There is no disqualifying information in this area.

FULL NAME:	Jane Q. Applicant
AKA:	Jane Q. Candidate
ADDRESS:	19950 Gist Road Anytown, CA 90000
HOME TELEPHONE:	(408) 555-1291
WORK TELEPHONE:	(408) 555-6882
DATE OF BIRTH:	May 14, 1974
PLACE OF BIRTH:	Loma Linda, CA
CITIZENSHIP:	U.S.
SOCIAL SECURITY NUMBER:	500-00-0000
DRIVER’S LICENSE NUMBER:	B0000000 California
HEIGHT:	5 feet, 1 inch
HAIR COLOR:	118 lbs.
EYE COLOR:	Hazel
FBI NUMBER:	Not Available
CII NUMBER:	Not Available
FINGERPRINT CLASS:	Not Available

The applicant is an unmarried female who resides in a family-owned home with her son.

The applicant’s claim with respect to her age, birth date, birth place, citizenship, and eligibility to work in the United State are supported by independent documentation (refer to Appendix A, Attachments A1-A11).

### II. RELATIVES, REFERENCES, AND ACQUAINTANCES

No disqualifying information. The applicant enjoys the full and unreserved support of her parent and stepparent, who describe her as a compassionate, mentally strong, honest, personable, and thoughtful individual whose interest in this field dates back to childhood.

The only criticism of the applicant centers on her tendency to be self-critical and her time management skills with regard to her child.

The balance of the applicant's references is a mixture of professional acquaintances and social peers, all of whom recommended her for this position. Several expressed initial surprise at her interest in police work, but the applicant is characterized as someone who is truthful, loyal, dedicated, compassionate, athletic, professional, possesses high integrity, and not "heavy-handed."

Criticisms of the applicant ranged from her small stature to her being soft spoken and her not working out more (physically). She is also seen as someone who is too much the perfectionist, yet not always organized.

### III. EDUCATION

No disqualifying information. The applicant reportedly meets the educational requirements of this position. The applicant claims she is a 1992 graduate of Anytown High School, but only a facsimile diploma has been received in support of that claim (refer to Appendix A, Attachment A3-1).

### IV. RESIDENCES

No disqualifying information. The applicant resides in a home owed by her stepfather, which she shares with her child. Although neighbors report never even having seen the applicant, her residence has not been the source of any problems.

### V. EMPLOYMENT

No disqualifying information. The applicant is presently employed as a Food Server for a restaurant, a position she has held for the last five months. The applicant is characterized as a good worker who will be eligible for rehire.

The balance of the applicant's employment history consists of eleven positions within the last ten years. She has worked as a Commodity Manager, "VAM" Procurement Specialist, Buyer/Planner II, Purchasing Assistant III, Claims Processor, three times as a Temporary Worker, and twice as a Cashier. What little information there was available was generally positive.

### VI. MILITARY

No disqualifying information. The applicant reports she has not served in the Armed Forces, and she was not required to be registered under the Selective Service Registration Act.

## VII. FINANCIAL

No disqualifying information. The applicant has twenty-two reported credit accounts and has satisfied them on a timely basis. The obligations reported on her Personal History Statement (PHS) form are roughly consistent with those which appear on her credit report. (refer to Appendix A, Attachment A7-1).

## VIII. LEGAL

No disqualifying information. The applicant's fingerprints have been submitted to the Department of Justice by the Anytown Police Department, and they have conducted her local criminal history checks as well (refer Appendix A, Attachments A8-1 and A8-2).

The applicant initially reported no involvement with illegal acts within the required reporting. However, during her independent polygraph examination she reported having used marijuana most recently at age 20 (on the edge of the seven year reporting requirement) and having been detained by Arizona police for drinking and was released to her stepfather.

## IX. MOTOR VEHICLE OPERATION

No disqualifying information. The applicant possesses a valid California Drivers License which is free of any collisions or citations. She is properly insured under the California Financial Responsibility Act (refer to Appendix A, Attachments A9-1 through A9-3).

## X. GENERAL TOPICS:

No disqualifying information. The applicant's mandated psychological and medical assessments were conducted separately from this inquiry.

Supporting documentation is appended.

Joe Smith  
Consulting Associate

October 22, 200X

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## BACKGROUND INVESTIGATION CHECKLIST

Jane Q. Applicant		Police Officer	
<b>REQUIRED DOCUMENTS</b>			
BIRTH DATE/CITIZENSHIP	08-02-0X	MILITARY DISCHARGE/SELECT SVC	D/N/A
EDUCATION REQUIREMENT	07-02-0X**	DRIVER'S LICENSE COPY	07-20-0X
MARRIAGE DISSOLUTION(S)	D/N/A	SOCIAL SECURITY CARD	07-20-0X
<b>REFERENCES/OTHER CHECKS COMPLETED</b>			
<b>RELATIVES, REFERENCES, ACQUAINTANCES</b>		<b>MILITARY REFERENCES</b>	
Kathleen & Robert Applicant	10-10-0X		
Michael McFarland	10-02-0X		
Randy Hightech	10-14-0X		
Carolyn Bestfriend	10-08-0X		
Maria Gonzalez	10-08-0X	<b>NEIGHBORHOOD REFERENCES</b>	
Nancy Johnson	10-09-0X	1996 Main Street-Main House	10-12-0X
Robin Outfielder	10-08-0X	1996 Main Street-Cottage	10-12-0X
<b>SECONDARY &amp; WORK RELATED REFERENCES</b>		1996 Main Street-Shack	10-12-0X
Nelson Burnette	10-15-0X	<b>EMPLOYMENT HISTORY</b>	
Rod Sparks	10-15-0X	Triple D. Sports Grill	10-12-0X
Jeremy Demos	10-08-0X	VA Linux Systems	10-11-0X
Peter Potter	10-08-0X	Sanmina Corp. (HADCO)	10-16-0X
Jane Byte	10-15-0X	Dot Hill Systems (Storage Dimensions)	10-09-0X
		Compaq (Tandem)	10-15-0X
		ADECCO (Olsten Staffing)	10-09-0X**
		Toys-R-us	10-09-0X**
		Media Services, Inc.	10-22-0X**
<b>EDUCATIONAL DOCUMENTS &amp; REFERENCES</b>		A LA Carte Services	10-24-0X
H.S./G.E.D. Certificate/Transcripts	07-20-0X	PCS Corp.	10-09-0X
Coll. Transc/De Anza	07-20-0X	Walgreen's	10-09-0X**
Coll. Transc/Cabrillo	07-20-0X	Perform Cost Mgmt. Service	10-09-0X**
Academy File or Additional College			

Jane Q. Applicant			Police Officer		
<b>REQUIRED EXAMINATIONS</b>					
ITEM:	SCHEDULED:	REPORT REC'D:	ITEM:	SCHEDULED:	COMPLETED:
Polygraph	08-07-0X	08-09-0X	Psychological		
Medical			Other		
<b>OTHER DOCUMENTS</b>					
ITEM:	REQUESTED:	RECEIVED:	ITEM:	REQUESTED:	RECEIVED:
Credit Report	08-07-0X	08-07-0X	Driving Record	07-17-0X	10-08-0X
Military/Sel Svc		D/N/A	Proof of Insurance		07-20-0X
Court Records			D.O.J. Prints		
<b>LOCAL CRIMINAL HISTORY</b>					
AGENCY:	MAILED:	RECEIVED:	AGENCY:	MAILED:	RECEIVED:
Anytown P.D.	08-08-0X		Anyville P.D. (AZ)	08-08-0X	
Anywhere P.D.	08-08-0X		Maricopa S.O. (AZ)	08-08-0X	
Anycounty Co. S.O.	08-08-0X				
Somewhere Co. SO	08-08-0X				
Capital P.D.	08-08-0X				
CANDIDATE VERIFICATION INTERVIEW COMPLETED:			NARRATIVE REPORT COMPLETED BY:		
Nigel Watson		08-02-0X	John Smith		10-22-0X
<b>EMPLOYING AGENCY ACTIONS</b>					
STATUS:	DATE:	BY:	COMMENTS:		
Hold	08-02-0X	Watson	Hold for polygraph results		
Terminate	08-13-0X	Watson	Polygraph results		
Re-start	09-17-0X	Watson			

## EXECUTIVE SUMMARY

Jane Q. Applicant

### Analysis and Conclusions:

The completed background investigation of Police Officer Applicant Jane Applicant revealed no disqualifying information. Apart from the dearth of available employment information, the areas of investigative concern center on the applicant's Conscientiousness and Willingness to Confront Problems.

#### 1. Conscientiousness:

Although characterized by others as conscientious, certain other factors belie that description. The applicant was initially disqualified on her background after inconsistencies on her PHS were compared to admissions on her polygraph. Although these matters were addressed by the Department, the issue is raised again by the fact that the applicant has failed to furnish all of the documents (high school transcripts) which she had been instructed to furnish (and acknowledged in writing). Without those transcripts, it is not possible to demonstrate her legal eligibility for appointment.

The applicant also reports having been employed in 1992 at the Anyville, Arizona Walgreen's, but store officials dispute her claim. It has not been established if the applicant simply failed to devote enough time to accurately complete her form, or if there is another reason. Her parents have suggested that time management is not one of her strengths.

#### 2. Confronting and Overcoming Problems, Obstacles and Adversity:

Some of the applicant's references expressed some surprise at her interest in a police career, pointing to the combination of her small stature, soft-spoken nature, and willingness to back down when challenged. She is also seen by some as a person who is overly self-critical, so should she be conditionally offered employment with the Department, her psychological assessment may be especially important in assessing this job dimension.

This background and the completed Investigation Narrative are based solely on the interviews, and supporting documentation is appended herein.

Joe Smith  
Consulting Associate

October 22, 200X

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RELATIVES      Attachment B2-1

10-10-0X:      KATHLEEN and ROBERT APPLICANT, Parent and Step-parent

No disqualifying information. The **Applicants** report that the applicant has fully discussed this position with them, and they expressed no reservations, (apart from the natural concerns about the dangers inherent in the job). The applicant has been interested in this line of work since childhood and appears to have developed interest through an uncle who was a police officer.

The applicant's best qualities will be her compassionate, thoughtful and personable nature, her honesty, and the fact that she is "mentally strong." **Mrs. Applicant** reports that the applicant is "not a good liar," and she goes out of her way to assist others, while **Mr. Applicant** notes that she knows what she wants and works for it.

The only areas in which they feel the applicant could improve herself would be to be less hard on herself or not have such high expectations, to give herself credit, and to improve her time management skills with her child. The **Applicants** report that the applicant is most concerned about finding gainful employment and is most easily bothered by the mistreatment of people or animals or by her siblings not being more respectful to their mother. In these situations, the applicant will speak her mind or work it out on her own, but sometimes cries when she is angry.

**Mr. Applicant** reports that "nothing comes to mind" with regard to any problems with the applicant in her youth, and **Mrs. Applicant** reports that the applicant was insecure about her looks in junior high and high school. She notes that the applicant "acted out" and wanted attention from boys. However, both reported that the applicant accepted discipline when it was deserved.

The applicant has given them no reason to doubt her ability to successfully perform the essential functions of this position. She uses physical exercise such as running, using a treadmill, yoga, and activities with her son as a means of keeping fit and for the release of stress.

REFERENCES      Attachment B2-2

10-02-0X      MICHAEL MCFARLAND, Ex-significant other

No information. The applicant reports that he is the father of her child, but she has had no contact with him in ten years. He declined further comment.

REFERENCES Attachment B2-3

10-14-0X RANDY HIGHTECH, Home Theater Installer

No disqualifying information. **Hightech** reports having met the applicant some six years ago through work at COMPAQ. **Hightech** reports that they dated for a while, and he is the “acting dad” to the applicant’s child. They see one another daily in that context.

**Hightech** reports that he was initially surprised at her interest in this job. However, she has expressed that this has been a “dream of hers”, she wants to “assist those who need,” and he recommends her for this position. The applicant has been truthful, hardworking and loyal throughout their acquaintance.

**Hightech** also reports that the applicant has never exhibited any racial or ethnic bigotry, there were never any “domestic issues” in their relationship, and **Hightech** could not recall ever having seen her really become angry. **Hightech** reports she has borrowed money and his car, and both were returned “fine.”

The applicant is a “good” driver who maintains an alert state while driving. The applicant has not received any citations or been involved in any collisions. **Hightech** could not recall the applicant having driven while intoxicated, and he is also certain the applicant does not abuse drugs.

**Hightech** expressed some concern over the applicant’s ability to successfully perform the essential functions of this position due to her size “5-2, 120.” **Hightech** reports that the applicant runs to maintain her physical fitness, but he also felt that she should take a karate course because of her small stature.

REFERENCES Attachment B2-4

10-08-0X CAROLYN BESTFRIEND, Homemaker

No disqualifying information. **Bestfriend** reports that the applicant and she have been acquainted for more than seven years. They met through **Bestfriend’s** fiancé, who worked with the applicant. They see one another a few times each week in social settings or at family events.

**Bestriend** also expressed initial surprise at the applicant’s applying for this job. **Bestfriend** characterized the applicant as someone who “will not stab you in the back,” and she considers her a “good role model for her son.” The applicant is also up-front, loyal, and dedicated.

There has never been any reason to doubt the applicant's honesty or to suspect her of any racial or ethnic bigotry. **Bestfriend** reports that she has seen the applicant become upset with her

REFERENCES Attachment B2-4 continued

son, but never physically violent. **Bestfriend** recommends the applicant for this position, adding that the applicant has stated this has been her “childhood dream.”

The applicant is a “good” driver who maintains an alert state while driving. **Bestfriend** reports that the applicant has attended traffic school, but she is not aware of any details. She has never seen the applicant drive while intoxicated, in fact, the applicant will call for a ride if she has been drinking. There has been no evidence of substance abuse on the applicant’s part, according to **Bestfriend**.

When asked if the applicant would be able to successfully perform the essential functions of this position, **Bestfriend** replied, “I think she is capable.” **Bestfriend** reports that the applicant bike rides, takes yoga, and runs to maintain her physical fitness.

**Bestfriend** reports that the applicant speaks softly and will back down; this is the one area in which she felt the applicant could improve. **Bestfriend** feels the applicant should be more outspoken and aggressive. However, **Bestfriend** did not consider this to be disqualifying.

REFERENCES Attachment B2-5

10-08-0X MARIA GONZALEZ, Buyer

No disqualifying information. **Gonzalez** reports having known the applicant for nearly five years and met her through work at **Storage Dimensions**. They now see one another in social settings several times each month.

**Gonzalez** described the applicant as a responsible individual who is loyal and dedicated. **Gonzalez** reports that, although it “seems otherwise,” the applicant possesses a “strong attitude” and can be judgmental. The applicant is someone whom **Gonzalez** would feel comfortable entrusting with her own personal safety, and she has never had any reason to doubt the applicant’s honesty. For these reasons, **Gonzalez** reports she is willing to recommend the applicant for this position.

**Gonzalez** reported being unaware of any reason the applicant could not successfully perform the essential functions of this position. The applicant runs and goes to a gym “off and on” to maintain her physical fitness.

The applicant is a “very alert” driver who has not been involved in any collisions or received any citations of which **Gonzalez** reports being aware. **Gonzalez** reports the applicant has never driven while intoxicated, and there has never been any evidence of substance abuse on the applicant’s part, either. If there was any area in which the applicant could improve herself, it would be to not be hard on herself. **Gonzalez** reports that the applicant “wants things perfect,” and tends to put herself down.

REFERENCES Attachment B2-6

10-09-0X NANCY JOHNSON, Administrative Assistant

No disqualifying information. **Johnson** reports having known the applicant for nearly five years and first met her at **Storage Dimensions**. **Johnson** reports they have remained in contact on a social basis and see one another about twice each month.

The applicant is well suited for this position, according to **Johnson**. The applicant has demonstrated an ability to be friendly, open-minded, and she possesses a positive attitude. She adds that the applicant is willing to try new things, she is athletic, and she is a good mother. There has never been any reason to doubt the applicant's honesty or to suspect her of any racial or ethnic biases.

**Johnson** did not feel the applicant has any areas of needed improvement. The applicant is not easily flustered, and **Johnson** could not recall ever having seen her really become angry, other than occasional "boyfriend problems."

The applicant is a "good" driver who maintains an alert state while driving. **Johnson** reported being unaware of any citations or collisions involving the applicant. **Johnson** also reported never having seen the applicant drive while intoxicated, nor has she shown any evidence of substance abuse.

**Johnson** is confident the applicant will do well, and have no problems successfully performing the essential functions of this position since she works out regularly to maintain her level of fitness.

REFERENCES Attachment B2-7

10-08-0X ROBIN OUTFIELDER, Contract Manager

No disqualifying information. **Outfielder** reported that the applicant and she met through their sons' Little League team nearly three years ago. They have since become friends and see one another a few times each month in social settings.

**Outfielder** has always found the applicant to be an honest individual who is responsible, and "she wants to help people." The applicant has follow through abilities, she is trustworthy, and she deals with everyone on a professional level. The applicant appears to handle stress well and is not easily angered.

The applicant has discussed interest in this position, noting that this has been a long term goal of hers. **Outfielder** feels comfortable recommending the applicant, pointing out that there are no obvious areas in which the applicant needs to improve.

REFERENCES Attachment B2-7 continued

**Outfielder** reports that the applicant is a “conscientious” and safe driver who has not been the subject of any citations or collisions. **Outfielder** reports being unaware of the applicant ever having driven intoxicated, and there has never been any reason to suspect her of substance abuse.

The applicant should be able to successfully perform the essential functions of this position. **Outfielder** reports that the applicant works out at a gym and bike rides to maintain her physical fitness. **Outfielder** also reports that the applicant is able to get along with people of diverse backgrounds.

REFERENCES Attachment B2-8

10-15-0X NELSON BURNETTE, Unemployed

No disqualifying information. **Burnette** reports that he met the applicant through work at **Hadco** nearly three years ago. They now see one another in social settings a few times each month.

The applicant is someone whom **Burnette** would recommend for this position, even though her interest in this position appeared to him to come “out of the blue.” **Burnette** reports that the applicant is a good person who possesses high integrity. The applicant has high aspirations, she is goal-oriented, and he considers her an “all around good person.”

**Burnette** reports the applicant handles stress well, she is not easily flustered, and he has never seen her really become angry. The applicant has never exhibited any racial or ethnic bigotry, and there has been no reason for Burnette to suspect her of substance abuse, either.

The applicant is a “very good” driver who maintains an alert state while driving. **Burnette** is not aware of the applicant being involved in any collisions or receiving any citations. **Burnette** reports never having seen the applicant drive while intoxicated.

The applicant could be more consistent in working out, but there are no other areas in which **Burnette** feels the applicant could improve. However, the applicant runs and should have no difficulty successfully performing the essential functions of this position, according to **Burnette**.

REFERENCES Attachment B2-9

10-15-0X ROD SPARKS, Electrical Engineer

No disqualifying information. **Sparks** reports that he has known the applicant for only eighteen months. They first met as co-workers at **Va Linux** and have since become social friends. They now see one another two or three times each month in social settings.

**Sparks** described the applicant as an honest individual who has never given any indication of substance abuse. The applicant has also been even-tempered and able to get along with people of diverse backgrounds.

**Sparks** feels the applicant's best qualities are her friendly manner, her hardworking nature, and her dedication. **Sparks** reports that the applicant "won't be heavy handed," and she tries to reconcile things. For these reasons **Sparks** is willing to recommend the applicant for this position, even though he reports he was initially surprised at her applying for this position.

**Sparks** denies being aware of any areas in which the applicant could improve. However, he reports he has seen the applicant become upset over "trivial matters." **Sparks** reports that he has no reason to doubt the applicant's ability to successfully perform the essential functions of this position. The applicant maintains her physical fitness through running.

NEIGHBORHOOD REFERENCES Attachment B2-10

10-12-0X 19996 MAIN STREET-MAIN HOUSE, NOSEY Residence

No disqualifying information. **Nosey** reports that she has never even seen the applicant. The applicant's residence is quiet and has not been the source of any problems on the property. (Investigator's note: this is a very rural area; the applicant's residence is one of three on a seven and one half acre property.)

NEIGHBORHOOD REFERENCES Attachment B2-11

10-12-0X 19996 MAIN STREET-COTTAGE, QUIET Residence

No disqualifying information. **Quiet** also reports that she has never even seen the applicant. The applicant has been a quiet neighbor, and there have been no problems at her residence on the property. She reported being aware of nothing that would disqualify the applicant from further consideration for this position.

## NEIGHBORHOOD REFERENCES Attachment B2-12

10-12-0X 19996 MAIN STREET-SHACK, RUFFLES Residence

No disqualifying information. **Ruffles** also reports that she has never seen the applicant. The applicant has been a quiet neighbor, and there have never been any problems involving the applicant on the property.

## WORK-RELATED REFERENCES Attachment B2-13

10-08-0X JEREMY DEMOS, Food Server

No disqualifying information. **Demos** reports that he and the applicant have been working together at the **Triple D** for the past five months. While **Demos** recommends her for this position, he expressed some surprise at her interest in being a police officer.

The applicant is someone whom he finds rather timid around strangers. This is not a problem where they work, and the applicant can be a very warm and friendly person “once you get to know her.”

**Demos** has seen no evidence of racial or ethnic bigotry on the applicant’s part, and there has been no reason to doubt her personal honesty, either. **Demos** added that “I just have a hard time seeing her as a cop,” but, “maybe her training will bring that out in her.”

## WORK-RELATED REFERENCES Attachment B2-14

10-08-0X PETER POTTER, Food Server

No disqualifying information. **Potter** reports that he and the applicant have actually known one another since they were high school classmates, and they now work together at the **Triple D Grill**. He recommends her as a police officer.

**Potter** feels the applicant is someone who is extremely compassionate and interested in helping people. “She wants to make a difference” and feels that this is the career in which she can accomplish this. The applicant has been a good friend and a good co-worker, throughout the time they have known one another.

**Potter** concedes that the applicant can be a little disorganized from time to time, but he does not believe this will impact her work as a police officer. He believes the applicant will be the type of police officer who never gets the City sued.

The applicant was arrested as a teenager, **Potter** recalled, but it was nothing more than a “high school party when somebody called the cops.” He doubts she has ever had any other trouble with the police, and he considers her impeccably honest.

## WORK-RELATED REFERENCES Attachment B2-15

10-15-0X JANE BYTE, Systems Administrator

No disqualifying information. **Byte** reports that she and the applicant worked together at **Compaq Computers** for nearly one year. Although they rarely see one another now, they keep in contact by e-mail.

**Byte** expressed some surprise at the applicant's interest in being a police officer, adding that "she's pretty tiny to be a cop." At the same time, however, the applicant used to work out in the company gym, so she assumes that she will be able to successfully perform the essential functions of this position.

**Byte** considered the applicant to be a very honest person, and she was never one to express any racial or ethnic bigotry. She was also a very loyal friend, and they were known as the "Two Amigos" at **Compaq**. The applicant can be trusted to keep a secret, and she was "always there" whenever she was needed. In fact, **Byte** reports she was "my Maid of Honor at my wedding."

## EMPLOYMENT Attachment B5-1

10-12-0X TRIPLE D'S SPORTS GRILL, Donald D. Duck, Owner

No disqualifying information. The applicant has been employed there as a Food Server since May 6 of this year. The applicant will be eligible for rehire.

The applicant's personnel file does not contain any performance evaluations, disciplinary actions or commendations. The applicant's original application listed only her address and previous employer.

**Duck** reported that his uncle, **Scrooge McDuck** who is a co-owner, is not available for comment, and co-workers "do not know anything" and should not be contacted on the job or at home. **Duck** reported that he "respectfully" does not wish to state whether he would recommend the applicant for this position, adding that there is "nothing negative." He just does not feel "exposure" as a food server is the same as what a police officer would face.

**Duck** reported that the applicant responds well to criticism and direction, and she gets along very well with co-workers. The applicant is punctual, reliable, hardworking, customer service oriented, and he considers her a good employee who has no negative areas.

The applicant follows restaurant policies, and observes safety rules, she uses her work time constructively, shows initiative when appropriate, and she keeps **Duck** informed of problems that deserve his attention. The applicant has lost her temper at work, but **Duck** would not elaborate. **Duck** also reported that the applicant has never exhibited any racial or ethnic bigotry, and she dresses appropriately for work.

EMPLOYMENT Attachment B5-2

10-11-0X VA LINUX SYSTEMS, Finda File, Human Resources Manager

No disqualifying information. The applicant was employed there as a Commodity Manager between August 28, 2000 and February 23 of this year. The applicant's division was eliminated, but **File** reports that she would be eligible for rehire in another position. There is no personnel file for the applicant, and the applicant's manager and co-workers were also laid-off.

EMPLOYMENT Attachment B5-3

10-16-0X SANMINA (HADCO), Noes Theanswer, Director Human Resources

No disqualifying information. The applicant was employed there as a "VAM Procurement Specialist" between February 2, 1998 and August 18, 2000. The applicant is eligible for rehire.

In response to a written request, **Theanswer** reported that **Sanmina** purchased **Hadco** in June of 2000, and none of the applicant's co-workers or supervisors are still with the company. According to **Theanswer's** records, the applicant never received a "below standard" evaluation, she was never the subject of any disciplinary actions, and the applicant never conducted herself in a manner which would raise questions about her good moral character.

**Theanswer** also reported that while the applicant was in their employ, she never demonstrated any behaviors that would suggest she would be unable to successfully perform the essential functions of this position. The applicant never displayed any ill-temperament or assaultive behavior toward any co-worker, supervisor, or member of the public. There was also never any reason to question her honesty or integrity.

EMPLOYMENT Attachment B5-4

10-09-0X DOT HILL SYSTEMS (STORAGE DIMENSIONS), Ima Box, Human Resources Administrator

No disqualifying information. The applicant was employed there as a Buyer/Planner II between April 29, 1996 and January 29, 1998. The applicant's eligibility for rehire is unknown, according to **Box**, who would only respond to a written request per company policy.

**Box** reported that none of the applicant's performance evaluations were "below standard," she was never the subject of any disciplinary actions, and the applicant never conducted herself in a manner that would raise questions about her good moral character. **Box** also reported that while the applicant was in their employ, she never demonstrated any behaviors that would suggest she would be unable to successfully perform the essential functions of this position. The

EMPLOYMENT Attachment B5-4 continued

applicant never displayed any ill temperament or assaultive behavior toward any co-worker, supervisor, or member of the public. There was also never any reason to question her honesty or integrity.

EMPLOYMENT Attachment B5-5

10-15-0X COMPAQ COMPUTER CORPORATION (TANDEM COMPUTERS), Nola  
Contendere, Human Resources Administrator

No disqualifying information. The applicant was employed there as a Purchasing Assistant III between May 31, 1995 and April 25, 1996. In response to a written request, **Contendere** reported that company policy prohibits the release of any further information.

EMPLOYMENT Attachment B5-6

10-09-0X ADECCO (OLSTEN STAFFING), Wilma Flintstone, Human Resources  
Corporate Headquarters

No information. The applicant reported she was employed there between September 1993 and June 1995. **Flintstone** reports that ADECCO purchased Olsten, and records prior to 1997 have been purged.

EMPLOYMENT Attachment B5-7

10-09-0X TOYS-R-US/AUTOMATED EMPLOYMENT VERIFICATION

No information. The applicant reported she was employed there for one week in November 1993. The automated system only keeps records from 1997 forward.

EMPLOYMENT Attachment B5-8

10-22-0X MEDIA SERVICES, INC./Anyville

No information. The applicant reported she was employed there as a Temporary Worker between August and September 1993. There is no listing with Directory Assistance for this company.

EMPLOYMENT Attachment B5-9

10-24-0X            A LA CARTE SERVICES/SOMEWHERE, Employment Verification

No information. The applicant reported she was employed there as a Temporary Worker between August and September 1993. Several telephone messages have not been answered. A written request was sent, and the response received (which is not signed or dated) states that they purchased the business in 1993 and have no records for the applicant.

EMPLOYMENT Attachment B5-10

10-09-0X            PCS CORPORATION/SOMEWHERE, ARIZONA, June Worker, Human Resources

No disqualifying information. The applicant was employed there as a Claims Processor between November 23, 1992 and August 13, 1993 at which time she relocated to California, according to **Worker**. **Worker** reports that she only has a computer entry for the applicant. When asked if the applicant is eligible for rehire, **Worker** replied, "Anyone has the right to apply."

EMPLOYMENT Attachment B5-11

10-09-0X            WALGREEN'S/ANYVILLE, ARIZONA

No information. The applicant reported she was employed there as a Cashier between June and November 1992. Store Manager Morey Salesman reports that this store was not even built until August 1995, and he has been there since then and has no record of the applicant having worked for him. Doreen Record at Corporate Headquarters Human Resources also has no record of the applicant. She reports their records go back to 1990 and both a name and social security number search come up no record found.

EMPLOYMENT Attachment B5-12

10-09-0X            PERFORM COST MANAGEMENT SERVICE, INC./ SOMEWHERE, ARIZONA

No information. The applicant reported she was employed there as a Data Entry Clerk between May and November 1992. There is no listing with Directory Assistance for this company.

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**Appendix G: NOTICE OF APPOINTMENT AND TERMINATION (POST 2-114)**

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**NOTICE OF APPOINTMENT/TERMINATION**

POST 2-114 (Rev. 1/2000)

Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquires may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Information Services Bureau for instructions on requesting records.

**INSTRUCTIONS**

- Completion of this Notice form is required for peace officers, reserve peace officers, dispatchers, and records supervisors.
- Use this Notice to report new appointments, promotions, demotions, appointment status changes, corrections (including name changes), and terminations.
- Complete the IDENTIFICATION INFORMATION section, and as appropriate, either the APPOINTMENT or TERMINATION section.
- Please type or legibly print (in ink) all required information.
- Mail this Notice to POST at the above address within 30 days of such actions, as required by Regulation 1003 in the POST Administrative Manual.

**IDENTIFICATION INFORMATION**

1. SOCIAL SECURITY NUMBER	2. NAME (LAST) (FIRST) (MIDDLE)	3. BIRTH DATE Month Day Four-Digit Year								
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	5. ALSO KNOWN AS (LAST) (FIRST) (MIDDLE)	FOR POST USE ONLY								
6. RACE/ETHNICITY (Mark the box that best describes the appointees' race/ethnicity. See the reverse for definitions.)										
<table><tr><td><input type="checkbox"/> American Indian or Alaska Native</td><td><input type="checkbox"/> Hispanic or Latino</td></tr><tr><td><input type="checkbox"/> Asian</td><td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td></tr><tr><td><input type="checkbox"/> Black or African American</td><td><input type="checkbox"/> White</td></tr><tr><td><input type="checkbox"/> Filipino</td><td><input type="checkbox"/> Other</td></tr></table>			<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Black or African American	<input type="checkbox"/> White	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino									
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander									
<input type="checkbox"/> Black or African American	<input type="checkbox"/> White									
<input type="checkbox"/> Filipino	<input type="checkbox"/> Other									
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list on the reverse.)		8. DEPARTMENT NAME								

☐ **APPOINTMENT**

9. APPOINTMENT DATE Month Day Four-Digit Year	11. APPOINTMENT STATUS (Mark the appropriate status box. Selection requirements may be found in the indicated Commission Regulation.)												
10. APPOINTMENT TYPE (Refer to Regulation 1003.)													
<input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Appointment Status Change (e.g., reserve to peace officer, or dispatcher to reserve, etc.) <input type="checkbox"/> Correction to Record (highlight correction/s)	<table><tr><td><input type="checkbox"/> Peace Officer (Regulation 1002)</td><td><input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)</td></tr><tr><td><input type="checkbox"/> Reserve Peace Officer (Regulation 1007)</td><td></td></tr><tr><td colspan="2">Also check the appropriate Reserve level</td></tr><tr><td><input type="checkbox"/> Level I – Peace officer authority 24 hours a day</td><td><input type="checkbox"/> Level II</td></tr><tr><td><input type="checkbox"/> Level I – Peace officer authority for duration of assignment only</td><td><input type="checkbox"/> Level III</td></tr><tr><td colspan="2"><input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)</td></tr></table>	<input type="checkbox"/> Peace Officer (Regulation 1002)	<input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)	<input type="checkbox"/> Reserve Peace Officer (Regulation 1007)		Also check the appropriate Reserve level		<input type="checkbox"/> Level I – Peace officer authority 24 hours a day	<input type="checkbox"/> Level II	<input type="checkbox"/> Level I – Peace officer authority for duration of assignment only	<input type="checkbox"/> Level III	<input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)	
<input type="checkbox"/> Peace Officer (Regulation 1002)	<input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)												
<input type="checkbox"/> Reserve Peace Officer (Regulation 1007)													
Also check the appropriate Reserve level													
<input type="checkbox"/> Level I – Peace officer authority 24 hours a day	<input type="checkbox"/> Level II												
<input type="checkbox"/> Level I – Peace officer authority for duration of assignment only	<input type="checkbox"/> Level III												
<input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)													
12. PEACE OFFICER AUTHORITY (Complete this item for Peace Officer or Reserve Peace Officer status only. Enter the complete Penal Code Section, including any subsections, which describes the peace officer authority of the above-named appointee.)													
Penal Code Section 830. _____.													
13. TIME BASE	14. PAY STATUS												
<input type="checkbox"/> Full Time (Regulation 1001.(o)) <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Full Time <input type="checkbox"/> Seasonal Part Time	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid												

☐ **TERMINATION**

15. TERMINATION DATE Month Day Four-Digit Year	16. REASON FOR TERMINATION
	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Felony/Serious Crime Conviction <input type="checkbox"/> Other

## 17. ATTESTATION OF REPORTING OFFICIAL

*I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.*

SIGNATURE OF DEPARTMENT HEAD OR AUTHORIZED DESIGNEE

FULL NAME AND TITLE (type or print legibly)

DATE

L

# NOTICE OF APPOINTMENT/TERMINATION

POST 2-114 (Rev. 1/2000)

Page 2

## ITEM 6 - RACE/ETHNICITY

**INSTRUCTIONS** — Use these definitions to assist you in selecting the category that best describes the appointee's race/ethnicity.

### American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

### Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

### Black or African American

A person having origins in any of the black racial groups of Africa.

### Filipino

A person having origins in any of the original peoples of the Philippine Islands.

### Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### White

A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

## ITEM 7 - RANK/CLASSIFICATION

**INSTRUCTIONS** — Use this list to select the POST code for the appointee's rank/classification. This code will appear on the appointee's Peace Officer Profile (P101) in the Rank column under the Employment section.

<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>
Acting Chief .....	ACTC	Detective (I, II, III) .....	DET	Ranger Supervisor .....	RNGS
Administrator .....	ADM	Director .....	DIR	Records Supervisor .....	RECS
Agent .....	AGNT	Dispatcher (I, II, III) .....	DIS	Records Supervisor/Dispatcher .....	RS/D
Assistant Chief .....	ACHF	Dispatcher Manager .....	DISM	(Full-time Records Supervisor <b>AND</b> full-time Dispatcher)	
Assistant Commissioner .....	ACOM	Dispatcher Supervisor .....	DISS	Reserve Level I .....	RI
Assistant Marshal .....	AMAR	District Attorney .....	DA	(Peace officer authority for duration of assignment only)	
Assistant Sheriff .....	ASH	Inspector .....	INS	Reserve Level I (24 hours) .....	RI24
Captain .....	CAPT	Investigator (I, II, III) .....	INV	(Peace officer authority 24 hours a day)	
Chief .....	CHF	Investigator Manager .....	INVM	Reserve Level II .....	RII
Chief Investigator .....	CHFI	Investigator Supervisor .....	INVS	Reserve Level III .....	RIII
Commander .....	CMDR	Investigator, Welfare Fraud .....	WINV	Sergeant .....	SGT
Commissioner .....	COM	Investigator Manager, Welfare Fraud .....	WINM	Sergeant-at-Arms .....	SGTA
Coroner .....	COR	Investigator Supervisor, Welfare Fraud .....	WINS	Sergeant-at-Arms Chief .....	SGTC
Corporal .....	CPL	Lieutenant .....	LT	Sheriff .....	SH
Deputy (I, II, III) .....	DPTY	Manager .....	MGR	Special Agent .....	SA
Deputy Chief .....	DCHF	Marshal .....	MAR	Supervisor .....	SUP
Deputy Commissioner .....	DCOM	Police Officer (I, II, III) .....	PO	Supreme Court Bailiff .....	SCB
Deputy Coroner .....	DCOR	Ranger .....	RANG	Trainee .....	TRN
Deputy Marshal (I, II, III) .....	DMAR	Ranger Manager .....	RNGM	Undersheriff .....	US
				Warden .....	WARD

**Appendix H: PERSONAL HISTORY STATEMENT - PEACE OFFICER (POST 2-251)**

<http://www.post.ca.gov/forms/2-251-phsPeaceOfficers.doc>

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## Instructions to the Applicant

- The information you provide in this Personal History Statement will be used in the background investigation to assist in determining your suitability for the position of **California Peace Officer**, in accordance with POST Regulation 1002.
- Type or neatly print, in ink, responses to all items and questions. If a question does not apply to you, write “N/A” (not applicable) in the space provided for your response. If you cannot obtain or remember certain information, indicate so in your response.
- If you need more space for any response, use the last page of this form (page 25) and identify the additional information by the question number.

### Disqualification

There are very few **automatic** bases for rejection. Even issues of prior misconduct, such as prior illegal drug use, driving under the influence, theft or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

***BOTTOM LINE: Be as complete, honest and specific as possible in your responses.***

### Disclosure of Medically-Related Information

In accordance with the U.S. Americans with Disabilities Act and the California Fair Employment and Housing Act, at this stage of the hiring process applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form, or to any other inquiry made prior to receiving a conditional offer of employment.

PERSONAL HISTORY STATEMENT – PEACE OFFICER

SECTION 1: PERSONAL

1. YOUR FULL NAME			
LAST	FIRST	MIDDLE	
2. OTHER NAMES, INCLUDING NICKNAMES, YOU HAVE USED OR BEEN KNOWN BY			
3. ADDRESS WHERE YOU RESIDE			
NUMBER / STREET		APT / UNIT	
CITY		STATE	ZIP
4. MAILING ADDRESS, IF DIFFERENT FROM ABOVE			
5. CONTACT NUMBERS			
HOME (    )	WORK (    )	EXT	OTHER (    ) <input type="checkbox"/> CELL <input type="checkbox"/> FAX <input type="checkbox"/> PAGER
6. EMAIL ADDRESS			
HOME		BUSINESS	
7. If you were born outside of the United States, are you a U.S. citizen? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you a resident alien who is eligible and has applied for U.S. citizenship?..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. BIRTH PLACE (CITY / COUNTY / STATE / COUNTRY)		9. BIRTHDATE	10. SOCIAL SECURITY NUMBER - -
11. DRIVER'S LICENSE		12. PHYSICAL DESCRIPTION	
NO.	STATE	EXP	HEIGHT      WEIGHT      HAIR COLOR      EYE COLOR

SECTION 2: RELATIVES AND REFERENCES

13. IMMEDIATE FAMILY	
<ul style="list-style-type: none"><li>• Provide all applicable information in the spaces below.</li><li>• Mark "N/A" if a category is not applicable or if the individual is deceased.</li><li>• If more space is needed, continue your response on page 25.</li></ul>	

<input type="checkbox"/> N/A	<b>A. Father</b>				
NAME		HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	HOME PHONE (    )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	WORK PHONE (    )	CELL PHONE (    )	EMAIL		

<input type="checkbox"/> N/A	<b>B. Step-father</b>				
NAME		HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	HOME PHONE (    )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	WORK PHONE (    )	CELL PHONE (    )	EMAIL		

<input type="checkbox"/> N/A	<b>C. Mother</b>				
NAME		HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	HOME PHONE (    )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
	WORK PHONE (    )	CELL PHONE (    )	EMAIL		

**PERSONAL HISTORY STATEMENT – PEACE OFFICER**

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**SECTION 2: RELATIVES AND REFERENCES** *continued*13. IMMEDIATE FAMILY *continued*☐ N/A **D. Step-mother**

NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		

☐ N/A **E. Spouse / Registered Domestic Partner**

NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		
YEARS OF MARRIAGE	Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			

☐ N/A **F. Father-in-law**

NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		

☐ N/A **G. Mother-in-law**

NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		

☐ N/A **H. Former Spouse(s) / Former Registered Domestic Partner(s)**

1) NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		
YEAR OF DISSOLUTION	Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2) NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE ( )	CELL PHONE ( )	EMAIL		
YEAR OF DISSOLUTION	Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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**SECTION 2: RELATIVES AND REFERENCES** *continued*13. IMMEDIATE FAMILY *continued*☐ N/A **I. Brothers and Sisters** – list all living siblings, including half-siblings, step-siblings, foster siblings, etc.

1) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
2) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
3) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
4) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
5) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
6) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			

☐ N/A **J. Children**

List all of your living children, including natural, adopted, step, and/or foster care. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you.

1) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F					
		CONTACT NUMBER ( )	EMAIL		
2) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F					
		CONTACT NUMBER ( )	EMAIL		

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## SECTION 2: RELATIVES AND REFERENCES *continued*

### 13. IMMEDIATE FAMILY (Section J. Children) *continued*

3) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	

4) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	

5) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	

6) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	

### 14. REFERENCES

List 7–10 people who know you well, such as social and family friends, co-workers, military acquaintances. Do not include relatives, employers or housemates, or other individuals listed elsewhere.

A) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

B) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

C) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

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**SECTION 2: RELATIVES AND REFERENCES** (Section 14. References) *continued*

D) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
E) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
F) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
G) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
H) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
I) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
J) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
	WORK PHONE (   )	CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

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**SECTION 3: EDUCATION****NOTE: You will be required to furnish transcripts or other proof to support all of your educational claims.**15. Check applicable: ☐ High School Diploma from an accredited U.S. institution ☐ GED ☐ California High School Proficiency Certificate**16. List high schools attended:**

A) NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY	STATE		
B) NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY	STATE		

**17. List all colleges or universities attended:**

A) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			
B) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			
C) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			

**18. List any trade, vocational, or business schools/institutes attended:**

A) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	
B) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	
C) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	

19. Have you ever attended a **POST** Basic Academy?..... ☐ Yes ☐ No

If yes, provide the following information:

A) ACADEMY NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Y <input type="checkbox"/> N
LOCATION (CITY / STATE)	NAME OF TRAINING OFFICER / ACADEMY COORDINATOR	CONTACT NUMBER ( )	
B) ACADEMY NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Y <input type="checkbox"/> N
LOCATION (CITY / STATE)	NAME OF TRAINING OFFICER / ACADEMY COORDINATOR	CONTACT NUMBER ( )	

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## SECTION 3: EDUCATION *continued*

20. Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business or trade school? ..... ☐ Yes ☐ No

If yes, describe in detail below. Starting with high school, list any and all disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances.


## SECTION 4: RESIDENCE

### 21. LIST OF RESIDENCES

- List all residences during the last ten years or since age 15. Provide *complete* addresses (include markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If the residence is a military base, identify name of base in address, nearest city, state and zip code. DO NOT LIST military barracks mates unless you shared individual quarters.
- If more space is needed continue on page 25.

A) ADDRESS WHERE YOU NOW LIVE (NUMBER / STREET / APT)				FROM	TO
					<b>Present</b>
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you live:					
B) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					
C) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					

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**SECTION 4: RESIDENCE** *continued*21. LIST OF RESIDENCES *continued*

D) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					
E) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					
F) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					
G) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (    )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					

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22. Provide contact information for all housemates listed in Question 21 with whom you have resided during the past 10 years, or since the age of 15. DO NOT list anyone for whom you have already provided contact information. If more space is needed, continue your response on page 25.

A) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	
B) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	
C) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	
D) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	
E) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	
F) NAME						CONTACT NUMBER (    )	
CURRENT ADDRESS IF DIFFERENT    (NUMBER / STREET / APT                  CITY    STATE                  ZIP)							
NATURE OF RELATIONSHIP (FOR EXAMPLE: RELATIVE, LANDLORD, FRIEND, HOUSEMATE ONLY)						EMAIL	

23. Have you ever been evicted or asked to leave a residence? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Have you ever left a residence owing rent? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If you answered yes to <b>Questions 23 and/or 24</b>, explain (include when, where and circumstances):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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## SECTION 5: EXPERIENCE AND EMPLOYMENT

### 25. JOB EXPERIENCE

- List **ALL** jobs you have had, including part-time, temporary, self-employment and volunteer. (Begin with your most current. If more space is needed continue your response on page 25.)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List **ALL** periods of unemployment in excess of 30 days.

A) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY		STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer			
NAMES OF CO-WORKERS 1)		2)		REASON FOR WANTING TO LEAVE			
Would there be a problem if we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, EXPLAIN:					

B) PERIOD OF UNEMPLOYMENT				FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other							

C) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY		STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer			
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING			

D) PERIOD OF UNEMPLOYMENT				FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other							

E) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY		STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer			
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING			

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**SECTION 5: EXPERIENCE AND EMPLOYMENT** *continued***25. JOB EXPERIENCE** *continued*

F) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					FROM	TO
--	--	--	--	--	------	----

G) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

H) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					FROM	TO
--	--	--	--	--	------	----

I) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

J) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					FROM	TO
--	--	--	--	--	------	----

K) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

L) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					FROM	TO
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**SECTION 5: EXPERIENCE AND EMPLOYMENT** *continued***25. JOB EXPERIENCE** *continued*

M) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (     )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

N) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

O) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (     )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

P) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

Q) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (     )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

26. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions) .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Have ever you ever been fired, released from probation, or asked to resign from any place of employment? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 14 of 25

## SECTION 5: EXPERIENCE AND EMPLOYMENT *continued*

29. Have you ever quit without giving proper notice? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Have you ever resigned in lieu of termination? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate or customer? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Were you ever the subject of a written complaint at work? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Have you ever been counseled at work due to lateness or absences? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
34. Did you ever receive an unsatisfactory performance review? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. Have you ever sold, released, or given away legally confidential information? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36. Have you ever called in sick when you were neither sick nor caring for a sick family member? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many sick days have you used in the past five years which were not due to illness?		

If you answered yes to any of **Questions 26–36**, explain (include when, where and circumstances; indicate corresponding number):


37. In the past three years, have you missed days or been late to work due to drug or alcohol consumption? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often?		
38. Has your work performance ever been affected by your use of alcohol or drugs? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	
39. In the past three years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	

40. Have you <b>ever</b> applied to any other law enforcement agency (city, county, state or federal)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• If yes, list EVERY agency you have applied to, starting with the most recent (give complete and accurate addresses).</li><li>• <b>All agencies MUST be listed regardless of the outcome or current status. Check all boxes that apply for each agency.</b></li><li>• If more space is needed, continue your response on page 25.</li></ul>		
A) NAME OF AGENCY		DATE APPLIED
ADDRESS (NUMBER / STREET)		BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)
CITY	STATE	ZIP
CONTACT NUMBER ( )		EXT
POSITION APPLIED FOR		EMAIL
Check each step in the process that you completed, and your status:		
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer		
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified		

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 15 of 25

## SECTION 5: EXPERIENCE AND EMPLOYMENT *continued*

40. Have you **ever** applied to any other law enforcement agency... *continued*

B) NAME OF AGENCY				DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)		
CITY	STATE	ZIP	CONTACT NUMBER (    )	EXT	
POSITION APPLIED FOR			EMAIL		
Check each step in the process that you completed, and your status:					
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer					
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified					

C) NAME OF AGENCY				DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)		
CITY	STATE	ZIP	CONTACT NUMBER (    )	EXT	
POSITION APPLIED FOR			EMAIL		
Check each step in the process that you completed, and your status:					
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer					
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified					

## SECTION 6: MILITARY EXPERIENCE

41. Are you required to register for the Selective Service? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you registered? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	
42. BRANCH OF SERVICE	43. DATES OF SERVICE From                      To
44. TYPE OF DISCHARGE: <input type="checkbox"/> Entry Level <input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> OTH (Other than Honorable) <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable Re-entry Code (1–4) if applicable – <i>refer to your DD-214</i> :	
45. Are you currently participating in one of the following? <input type="checkbox"/> Military Reserve <input type="checkbox"/> National Guard   If checked, date obligation ends:	
46. Have you ever been the subject of any judicial or non-judicial disciplinary action (such as, court martial, captain's mast, office hours, company punishment)? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
47. Were you ever denied a security clearance, or had a clearance revoked, suspended or downgraded? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to **Questions 46 and/or 47**, explain (include dates and circumstances):

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Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

PERSONAL HISTORY STATEMENT – PEACE OFFICER

SECTION 7: FINANCIAL

48. INCOME AND EXPENSES

For each of the following questions fill in the amounts to the nearest dollar.

A) From your employer(s), what is your take-home monthly income? ..... \$ \_\_\_\_\_ per month

B) Do you have income other than from your salary or wages? ..... ☐ Yes ☐ No

If yes, fill in amount: ..... \$ \_\_\_\_\_ per month

Explain:

C) How much do you spend each month? ..... \$ \_\_\_\_\_ per month

Estimate your monthly living expenses; include housing, utilities, credit cards or other loan payments, food, gas and car maintenance, entertainment, etc., as well as any other obligation(s) you may have.

49. Have you ever filed for or declared bankruptcy (Chapter 7, 11 or 13)? ..... ☐ Yes ☐ No

50. Have any of your bills ever been turned over to a collection agency? ..... ☐ Yes ☐ No

51. Have you ever had purchased goods repossessed? ..... ☐ Yes ☐ No

52. Have your wages ever been garnished? ..... ☐ Yes ☐ No

53. Have you ever been delinquent on income or other tax payments? ..... ☐ Yes ☐ No

54. Have you ever failed to file income tax or cheated/lie on an income tax form? ..... ☐ Yes ☐ No

55. Have you ever had an employment bond refused? ..... ☐ Yes ☐ No

56. Have you ever avoided paying any lawful debt by moving away? ..... ☐ Yes ☐ No

57. Have you ever defaulted on (failed to pay) a loan? ..... ☐ Yes ☐ No

58. Have you ever borrowed money to pay for a gambling debt? ..... ☐ Yes ☐ No  
If yes, do you currently have any outstanding debts as a result of gambling? ..... ☐ Yes ☐ No

59. Have you ever spent money for illegal purposes (e.g., illegal drugs, prostitution, purchase of fraudulent documents, etc.)? ..... ☐ Yes ☐ No

60. Have you ever failed to make or been late on a court-ordered payment (e.g., child support, alimony, restitution, etc.)? ..... ☐ Yes ☐ No

61. Have you written three or more bad checks in a one-year period? ..... ☐ Yes ☐ No

If you answered yes to any of Questions 49–61, explain (include when, where, and why; indicate corresponding number):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 17 of 25

## SECTION 8: LEGAL

### Disclosure of Arrests and Convictions

As an applicant for a **peace officer position**, you are required to disclose any of the following which occurred on or after your 15th birthday, *even if the records were sealed, expunged, dismissed or pardoned*:

- ALL detentions or arrests, whether they resulted in a conviction or not
- ALL convictions
- ALL diversion programs that were not successfully completed

If more space is needed, continue on page 25.

62. **Either as an adult or a juvenile, have you EVER been detained for investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (including offenses punishable under the Uniform Code of Military Justice)?** ..... ☐ Yes ☐ No

If yes, explain each incident.

A) APPROXIMATE DATE	ARRESTING OR DETAINING AGENCY
CHARGE	
DISPOSITION OR PENALTY	
B) APPROXIMATE DATE	ARRESTING OR DETAINING AGENCY
CHARGE	
DISPOSITION OR PENALTY	
C) APPROXIMATE DATE	ARRESTING OR DETAINING AGENCY
CHARGE	
DISPOSITION OR PENALTY	
D) APPROXIMATE DATE	ARRESTING OR DETAINING AGENCY
CHARGE	
DISPOSITION OR PENALTY	

63. Have you ever been placed on court probation as an adult?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
64. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed as an adult? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
65. Have you ever been a party in a civil lawsuit (e.g., small claims actions, dissolutions, child custody, paternity, support, etc.)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
66. Have the police ever been called to your home for any reason? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
67. Have you or your spouse/partner ever been referred to Child Protective Services? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 18 of 25

## SECTION 8: LEGAL *continued*

68. Have you ever been the subject of an emergency protective order/restraining order/stay-away order? ..... ☐ Yes ☐ No
69. Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party? ..... ☐ Yes ☐ No
70. Have you ever fraudulently received welfare, unemployment compensation, workers' compensation, or other state or federal assistance? ..... ☐ Yes ☐ No
71. Have you ever filed a false insurance or workers' compensation claim? ..... ☐ Yes ☐ No

If you answered yes to any of **Questions 63–71**, explain (include court case or document, dates, and circumstances; indicate corresponding number):

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### 72. UNDETECTED ACTS – PART 1

Within the past **seven** years **OR** at any time after you were first employed in law enforcement, have you ever committed any of the following misdemeanors?

- A) Annoying / obscene phone calls ..... ☐ Yes ☐ No
- B) Battery (use of force or violence upon another) ..... ☐ Yes ☐ No
- C) Brandishing a weapon (any type of weapon) ..... ☐ Yes ☐ No
- D) Carrying a concealed weapon without a permit ..... ☐ Yes ☐ No
- E) Contributing to the delinquency of a minor ..... ☐ Yes ☐ No
- F) Defrauding an innkeeper (not paying for food or room at a hotel/motel) ..... ☐ Yes ☐ No
- G) Driving under the influence of alcohol and/or drugs ..... ☐ Yes ☐ No
- H) Drunk in public (being so intoxicated in a public place that you're not able to care for yourself) ..... ☐ Yes ☐ No
- I) Hit & run collision (no injuries) ..... ☐ Yes ☐ No
- J) Hunting/fishing without a license ..... ☐ Yes ☐ No
- K) Illegal gambling ..... ☐ Yes ☐ No
- L) Impersonating a peace officer (pretending to be a police officer) ..... ☐ Yes ☐ No
- M) Indecent exposure (including flashing or mooning) ..... ☐ Yes ☐ No
- N) Joyriding (using a car or other vehicle without owner's permission) ..... ☐ Yes ☐ No
- O) Petty theft (value up to \$400, including shoplifting/switching price tags) ..... ☐ Yes ☐ No
- P) Possession of alcohol as a minor ..... ☐ Yes ☐ No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 19 of 25

## SECTION 8: LEGAL *continued*

### 72. UNDETECTED ACTS – PART 1 *continued*

Q) Possession of falsified or altered identification, including use of another person's ID (for any reason).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
R) Possession of stolen property (including vehicles).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
S) Prostitution or soliciting a prostitute.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
T) Resisting arrest (including running from the police) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
U) Trespassing.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
V) Vandalism (including "tagging," malicious mischief and/or property damage) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
W) Intentionally writing a bad check.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
X) Filing a false police report.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Y) Any other act amounting to a misdemeanor within the past seven years .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to **any** item(s) in **Question 72**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (72-A, etc.) for each explanation.

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### 73. UNDETECTED ACTS – PART 2

At any time in your life have you **ever** committed any of the following?

A) Arson (intentionally destroying property by setting a fire) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B) Assault with a deadly weapon .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C) Theft of a vehicle and/or vehicle parts.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D) Burglary (entering a structure or vehicle to commit theft or other crime) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E) Child molestation (performing unlawful acts with a child).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F) Accessing and/or possessing child pornography .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 8: LEGAL (Question 73) *continued*

G) Elder abuse/neglect.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
H) Embezzlement (theft of money or other valuables entrusted to you) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I) Felony drunk driving (involving injuries) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
J) Forcible rape or other act of unlawful intercourse .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
K) Forgery (falsifying any type of document, check certificate, license, currency, etc.).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
L) Hit & run (with injuries) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
M) Hate crime .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
N) Insurance fraud.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O) Grand theft (value of over \$400, or any firearm) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
P) Murder, homicide, or attempted murder .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Q) Perjury (lying under oath) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
R) Possession of an explosive/destructive device .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
S) Robbery (theft from another person using a weapon, force, or fear) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
T) Stalking.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
U) Blackmail or extortion .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
V) Any other act amounting to a felony .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to ***any*** item(s) in **Question 73**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (73-A, etc.) for each explanation.

# PERSONAL HISTORY STATEMENT – PEACE OFFICER

POST 2-251 (11/05) – Page 21 of 25

## SECTION 8: LEGAL *continued*

**Questions 74 and 75** ask about your current and past recreational drug use. This covers the use of **any** drug, including the unauthorized use of prescription drugs or over-the-counter drugs. Your answers should include, **but not be limited to**, your use of any of the following drugs:

- |   |  |                              |
|---|--|------------------------------|
| – Amphetamines / Methamphetamines<br>( <i>Uppers, Speed, Crank, etc</i> ) | – Glue   | – Mescaline                  |
| – Barbiturates ( <i>Downers</i> )   | – Hallucinogens<br>( <i>Peyote, LSD, Mushrooms</i> ) | – Morphine                   |
| – Cocaine / Crack Cocaine   | – Hashish / Hashish Oil                              | – PCP / Angel Dust           |
| – Designer Drugs<br>( <i>Ecstasy, Synthetic Heroin, etc.</i> )            | – Heroin / Opium                                     | – Quaaludes                  |
| – GHB ( <i>Date Rape Drug</i> )   | – Marijuana  | – Steroids                   |
|   |  | – Tetrahydrocannabinol (THC) |

74. ***Within the past six months***, have you used any drug(s) as indicated above?.....☐ Yes ☐ No

If yes, give details, including drug(s) used and circumstances:

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75. ***Prior to the past six months*** (check all that apply):

- ☐ I have **never** used any drug recreationally.
- ☐ I have tried or used one or more drugs, but only under **limited** circumstances (*for example, experimentation, at parties, concerts, special events, etc.*).

If checked, give details including drug(s) used, most recent date used, and circumstances.

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76. Have you **ever** engaged in any of the activities listed below for drugs, narcotics or illegal substances, including marijuana?

- |                                       |                                    |  |
|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Sold         | <input type="checkbox"/> Purchased | <input type="checkbox"/> Cultivated                  |
| <input type="checkbox"/> Manufactured | <input type="checkbox"/> Furnished | <input type="checkbox"/> Carried or held for another |

If you checked any items above, give details including drug(s) involved, over what time period(s), and circumstances.

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Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 9: MOTOR VEHICLE OPERATION

77. CURRENT DRIVER'S LICENSE NUMBER	STATE OF ISSUE	EXPIRATION DATE	NAME UNDER WHICH LICENSE WAS GRANTED
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78. LIST OTHER STATES WHERE YOU HAVE BEEN LICENSED TO OPERATE A MOTOR VEHICLE:

State of issue	Type of license	Name under which license was granted and license number, if known

79. Have you ever been refused a driver's license by any state? ..... ☐ Yes ☐ No

If yes, explain (include when, where, and circumstances):

80. Has your driver's license ever been suspended or revoked? ..... ☐ Yes ☐ No

If yes, explain (include when, where, and circumstances):

81. List your current liability insurance on your vehicle(s):

A) TYPE OF COVERAGE  
☐ Insured ☐ Bonded ☐ Cash Deposit

VEHICLE MAKE

YEAR

VEHICLE LICENSE

INSURANCE COMPANY	POLICY NUMBER	EXPIRES
ADDRESS (NUMBER / STREET CITY	STATE ZIP	CONTACT NUMBER ( )

B) TYPE OF COVERAGE  
☐ Insured ☐ Bonded ☐ Cash Deposit

VEHICLE MAKE

YEAR

VEHICLE LICENSE

INSURANCE COMPANY	POLICY NUMBER	EXPIRES
ADDRESS (NUMBER / STREET CITY	STATE ZIP	CONTACT NUMBER ( )

C) TYPE OF COVERAGE  
☐ Insured ☐ Bonded ☐ Cash Deposit

VEHICLE MAKE

YEAR

VEHICLE LICENSE

D) TYPE OF COVERAGE  
☐ Insured ☐ Bonded ☐ Cash Deposit

VEHICLE MAKE

YEAR

VEHICLE LICENSE

**PERSONAL HISTORY STATEMENT – PEACE OFFICER**

POST 2-251 (11/05) – Page 23 of 25

**SECTION 9: MOTOR VEHICLE OPERATION** *continued*

82. List all traffic citations, excluding parking citations, you have received within the past seven years:

A) NATURE OF VIOLATION		LOCATION (STREET)	CITY	STATE
	DATE VIOLATION OCCURRED Month                  Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		
B) NATURE OF VIOLATION		LOCATION (STREET)	CITY	STATE
	DATE VIOLATION OCCURRED Month                  Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		
C) NATURE OF VIOLATION		LOCATION (STREET)	CITY	STATE
	DATE VIOLATION OCCURRED Month                  Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		

D) Has a traffic citation ever resulted in a warrant or caused your driver's license to be withheld due to the following? (Check all that apply.)

☐ Failed to appear      ☐ Failed to complete traffic school      ☐ Failed to pay the required fine

If checked, explain circumstances:

83. Have you been involved as the driver in a motor vehicle accident within the past seven years? ..... ☐ Yes      ☐ No

If yes, give details.

A) DATE		LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
POLICE REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO		LAW ENFORCEMENT AGENCY		<input type="checkbox"/> INJURY <input type="checkbox"/> NON-INJURY	
B) DATE		LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
POLICE REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO		LAW ENFORCEMENT AGENCY		<input type="checkbox"/> INJURY <input type="checkbox"/> NON-INJURY	
C) DATE		LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
POLICE REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO		LAW ENFORCEMENT AGENCY		<input type="checkbox"/> INJURY <input type="checkbox"/> NON-INJURY	

84. Have you ever driven a vehicle without auto insurance, as required by law? ..... ☐ Yes      ☐ No

IF YES, GIVE REASON:

DATE Month                  Year	LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
-------------------------------------	----------------------------------	------	-------	-----

85. Have you ever been refused automobile liability insurance or a bond, or had them cancelled? ..... ☐ Yes      ☐ No

IF YES, GIVE REASON:

DATE Month                  Year	LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
-------------------------------------	----------------------------------	------	-------	-----

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 9: MOTOR VEHICLE OPERATION *continued*

Use this space for additional information you would like to include regarding your driving record.

SECTION 10: OTHER TOPICS

86. Have you ever been refused a permit to carry a concealed weapon? ..... ☐ Yes ☐ No
87. Are you now, or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? ..... ☐ Yes ☐ No
88. Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? ..... ☐ Yes ☐ No
89. Since the age of 16, have you ever been involved in an anger-provoked physical fight, confrontation or other violent act? ..... ☐ Yes ☐ No
90. Have you ever hit or physically overpowered a spouse or romantic partner? ..... ☐ Yes ☐ No

If you answered yes to any of **Questions 86–90**, give details including dates and circumstances; indicate corresponding number.

SECTION 11: CERTIFICATION

91. I hereby certify that I have personally completed and initialed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.

SIGNATURE IN FULL	DATE
-------------------	------

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- Duplicate this page as needed to include additional information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.)
- Identify the corresponding question and specific item being referenced.

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

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**Appendix I:** PERSONAL HISTORY STATEMENT - PUBLIC SAFETY DISPATCHER  
(POST 2-255)

<http://www.post.ca.gov/forms/2-255-phsDispatchers.doc>

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## Instructions to the Applicant

- The information you provide in this Personal History Statement will be used in the background investigation to assist in determining your suitability for the position of **Public Safety Dispatcher**, in accordance with POST Regulation 1018.
- Type or neatly print, in ink, responses to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response. If you cannot obtain or remember certain information, indicate so in your response.
- If you need more space for any response, use the last page of this form (page 24) and identify the additional information by the question number.

### Disqualification

There are very few **automatic** bases for rejection. Even issues of prior misconduct, such as prior illegal drug use, driving under the influence, theft or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they attempt to deliberately withhold or misrepresent job-relevant information from their prospective employer.

**BOTTOM LINE:** *Be as complete, honest and specific as possible in your responses.*

### Disclosure of Medically-Related Information

In accordance with the U.S. Americans with Disabilities Act and the California Fair Employment and Housing Act, at this stage of the hiring process applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form, or to any other inquiry made prior to receiving a conditional offer of employment.

SECTION 1: PERSONAL

1. YOUR FULL NAME			
LAST	FIRST	MIDDLE	
2. OTHER NAMES, INCLUDING NICKNAMES, YOU HAVE USED OR BEEN KNOWN BY			
3. ADDRESS WHERE YOU RESIDE			
NUMBER / STREET		APT / UNIT	
CITY	STATE	ZIP	
4. MAILING ADDRESS, IF DIFFERENT FROM ABOVE			
5. CONTACT NUMBERS			
HOME (   )	WORK (   )	EXT	OTHER (   ) <input type="checkbox"/> CELL <input type="checkbox"/> FAX <input type="checkbox"/> PAGER
6. EMAIL ADDRESS			
HOME		BUSINESS	
7. Are you legally authorized for permanent employment in the United States? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, explain fully:			
8. BIRTH PLACE ( CITY / COUNTY / STATE / COUNTRY )		9. BIRTHDATE	10. SOCIAL SECURITY NUMBER — —
11. DRIVER'S LICENSE		12. PHYSICAL DESCRIPTION	
NO.	STATE EXP DATE	HEIGHT WEIGHT	HAIR COLOR EYE COLOR

SECTION 2: RELATIVES AND REFERENCES

13. IMMEDIATE FAMILY

- Provide all applicable information in the spaces below.
- Mark "N/A" if a category is not applicable or if the individual is deceased.
- If more space is needed, continue your response on page 24.

<input type="checkbox"/> N/A	<b>A. Father</b>			
NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE (   )	CELL PHONE (   )	EMAIL		

<input type="checkbox"/> N/A	<b>B. Step-father</b>			
NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE (   )	CELL PHONE (   )	EMAIL		

<input type="checkbox"/> N/A	<b>C. Mother</b>			
NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
HOME PHONE (   )	WORK ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
WORK PHONE (   )	CELL PHONE (   )	EMAIL		

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 2: RELATIVES AND REFERENCES** *continued*13. IMMEDIATE FAMILY *continued*

<input type="checkbox"/> N/A		<b>D. Step-mother</b>			
NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
WORK PHONE ( )		CELL PHONE ( )	EMAIL		

<input type="checkbox"/> N/A		<b>E. Spouse / Registered Domestic Partner</b>			
NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
WORK PHONE ( )		CELL PHONE ( )	EMAIL		
YEARS OF MARRIAGE		Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<input type="checkbox"/> N/A		<b>F. Father-in-law</b>			
NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET)		(CITY)	(STATE / ZIP)
WORK PHONE ( )		CELL PHONE ( )	EMAIL		

<input type="checkbox"/> N/A		<b>G. Mother-in-law</b>			
NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
WORK PHONE ( )		CELL PHONE ( )	EMAIL		

<input type="checkbox"/> N/A		<b>H. Former Spouse(s) / Former Registered Domestic Partner(s)</b>			
NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
WORK PHONE ( )		CELL PHONE ( )	EMAIL		
YEAR OF DISSOLUTION		Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			

NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
HOME PHONE ( )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
WORK PHONE ( )		CELL PHONE ( )	EMAIL		
YEAR OF DISSOLUTION		Is there, or has there been, a restraining or stay-away order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 2: RELATIVES AND REFERENCES** *continued***13. IMMEDIATE FAMILY** *continued*

<input type="checkbox"/> N/A		<b>I. Brothers and Sisters</b> – list all living siblings, including half-siblings, step-siblings, foster siblings, etc.				
1) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
2) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
3) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
4) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
5) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			
6) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> M	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
<input type="checkbox"/> UNDER AGE 18	WORK PHONE ( )	CELL PHONE ( )	EMAIL			

<input type="checkbox"/> N/A		<b>J. Children</b>				
List all of your living children, including natural, adopted, step, and/or foster care. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you.						
1) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)				
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
		CONTACT NUMBER ( )	EMAIL			
2) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)				
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
<input type="checkbox"/> F						
		CONTACT NUMBER ( )	EMAIL			

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

POST 2-255 (11/05) – Page 5 of 24

**SECTION 2: RELATIVES AND REFERENCES** *continued***13. IMMEDIATE FAMILY (Section J. Children)** *continued*

3) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	
4) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	
5) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	
6) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)			
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
<input type="checkbox"/> F		CONTACT NUMBER ( )		EMAIL	

**14. REFERENCES**

List 5–7 people who know you well, such as social and family friends, co-workers, military acquaintances. Do not include relatives, employers or housemates, or other individuals listed elsewhere.

A) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	
B) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	
C) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	HOME PHONE ( )	WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE ZIP
	WORK PHONE ( )	CELL PHONE ( )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 2: RELATIVES AND REFERENCES** *continued*

D) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE (   )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
WORK PHONE (   )		CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

E) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE (   )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
WORK PHONE (   )		CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

F) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE (   )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
WORK PHONE (   )		CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

G) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE (   )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
WORK PHONE (   )		CELL PHONE (   )	EMAIL			
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

**SECTION 3: EDUCATION****NOTE: You may be required to furnish transcripts or other proof to support all of your educational claims.**15. Do you have a high school diploma, GED, or California High School Proficiency Certificate? ..... ☐ Yes ☐ No**16. List high schools attended:**

A) NAME		FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY		STATE		

B) NAME		FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY		STATE		

**17. List all colleges or universities attended:**

A) NAME		FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY		STATE			

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 3: EDUCATION** *continued***17. List all colleges or universities attended** *continued*

B) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			
C) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			

**18. List any trade, vocational, or business schools/institutes attended:**

A) NAME	FROM	TO	DID YOU COMPLETE THE COURSE?
TYPE OF SCHOOL OR TRAINING	CITY	STATE	<input type="checkbox"/> Yes <input type="checkbox"/> No
B) NAME	FROM	TO	DID YOU COMPLETE THE COURSE?
TYPE OF SCHOOL OR TRAINING	CITY	STATE	<input type="checkbox"/> Yes <input type="checkbox"/> No
C) NAME	FROM	TO	DID YOU COMPLETE THE COURSE?
TYPE OF SCHOOL OR TRAINING	CITY	STATE	<input type="checkbox"/> Yes <input type="checkbox"/> No

19. Have you ever attended a **POST** Public Safety Dispatcher Basic Course? ..... ☐ Yes ☐ No

If yes, provide the following information:

A) TRAINING PRESENTER	FROM	TO
LOCATION (CITY / STATE)	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
B) TRAINING PRESENTER	FROM	TO
LOCATION (CITY / STATE)	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No	

20. Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business or trade school? ..... ☐ Yes ☐ No

If yes, describe in detail below. Starting with high school, list any and all disciplinary actions received in any school or educational institution. Include when the disciplinary action occurred, name of school, and explanation of circumstances.


Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER

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## SECTION 4: RESIDENCE

### 21. LIST OF RESIDENCES

- List all residences during the last ten years or since age 15. Provide *complete* addresses (include markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If the residence is a military base, identify name of base in address, nearest city, state and zip code. DO NOT LIST military barracks mates unless you shared individual quarters.
- If more space is needed continue on page 24.

A) ADDRESS WHERE YOU NOW LIVE (NUMBER / STREET / APT)				FROM	TO <b>Present</b>
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER ( )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you live:					

B) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER ( )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					

C) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER ( )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					

D) FORMER ADDRESS (NUMBER / STREET / APT)				FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER	
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER ( )	
CITY		STATE	ZIP	EMAIL	
Names of those with whom you lived:					
Reason for moving:					

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 4: RESIDENCE** *continued***21. LIST OF RESIDENCES** *continued*

E) FORMER ADDRESS (NUMBER / STREET / APT)				FROM		TO	
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER			
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (     )			
CITY		STATE	ZIP	EMAIL			
Names of those with whom you lived:							
Reason for moving:							
F) FORMER ADDRESS (NUMBER / STREET / APT)				FROM		TO	
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER			
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (     )			
CITY		STATE	ZIP	EMAIL			
Names of those with whom you lived:							
Reason for moving:							
G) FORMER ADDRESS (NUMBER / STREET / APT)				FROM		TO	
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER			
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (     )			
CITY		STATE	ZIP	EMAIL			
Names of those with whom you lived:							
Reason for moving:							
H) FORMER ADDRESS (NUMBER / STREET / APT)				FROM		TO	
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER			
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER (NUMBER / STREET / APT)				CONTACT NUMBER (     )			
CITY		STATE	ZIP	EMAIL			
Names of those with whom you lived:							
Reason for moving:							

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

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22. Provide contact information for all housemates listed in Question 21 with whom you have resided during the past 10 years, or since the age of 15. DO NOT list anyone for whom you have already provided contact information.

23. Have you ever been evicted or asked to leave a residence? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Have you ever left a residence owing rent? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_**

# PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER

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## SECTION 5: EXPERIENCE AND EMPLOYMENT

### 25. JOB EXPERIENCE

- List **ALL** jobs you have had, including part-time, temporary, self-employment and volunteer. (Begin with your most current. If more space is needed continue your response on page 24.)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List **ALL** periods of unemployment in excess of 30 days.

A) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR WANTING TO LEAVE		
Would there be a problem if we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain:					

B) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

C) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

D) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

E) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 5: EXPERIENCE AND EMPLOYMENT** *continued***25. JOB EXPERIENCE** *continued*

F) PERIOD OF UNEMPLOYMENT					FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other						

G) NAME OF EMPLOYER OR MILITARY UNIT					FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR			
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE			EMAIL			
DUTIES / ASSIGNMENTS					<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING		

H) PERIOD OF UNEMPLOYMENT					FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other						

I) NAME OF EMPLOYER OR MILITARY UNIT					FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR			
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE			EMAIL			
DUTIES / ASSIGNMENTS					<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING		

J) PERIOD OF UNEMPLOYMENT					FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other						

K) NAME OF EMPLOYER OR MILITARY UNIT					FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR			
CITY	STATE	ZIP	CONTACT NUMBER (    )		EXT	
JOB TITLE			EMAIL			
DUTIES / ASSIGNMENTS					<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING		

L) PERIOD OF UNEMPLOYMENT					FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other						

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 5: EXPERIENCE AND EMPLOYMENT** *continued***25. JOB EXPERIENCE** *continued*

M) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

N) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

O) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

P) PERIOD OF UNEMPLOYMENT					FROM		TO	
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other								

Q) NAME OF EMPLOYER OR MILITARY UNIT				FROM		TO	
ADDRESS (NUMBER / STREET OR BASE)				SUPERVISOR			
CITY			STATE	ZIP	CONTACT NUMBER (    )		EXT
JOB TITLE				EMAIL			
DUTIES / ASSIGNMENTS						<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)			REASON FOR LEAVING		

26. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions) .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Have ever you ever been fired, released from probation, or asked to resign from any place of employment? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER

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## SECTION 5: EXPERIENCE AND EMPLOYMENT *continued*

29. Have you ever quit without giving proper notice? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Have you ever resigned in lieu of termination? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate or customer? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Were you ever the subject of a written complaint at work? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Have you ever been counseled at work due to lateness or absences? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
34. Did you ever receive an unsatisfactory performance review? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. Have you ever sold, released, or given away legally confidential information? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36. Have you ever called in sick when you were neither sick nor caring for a sick family member? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many sick days have you used in the past five years which were not due to illness?		

If you answered yes to any of **Questions 26–36**, explain (include when, where and circumstances; indicate corresponding number):


37. In the past three years, have you missed days or been late to work due to drug or alcohol consumption? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often?		
38. Has your work performance ever been affected by your use of alcohol or drugs? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	
39. In the past three years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	

40. Have you <b>ever</b> applied to any other law enforcement agency (city, county, state or federal)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>If yes, list EVERY agency you have applied to, starting with the most recent (give complete and accurate addresses).</li><li><b>All agencies MUST be listed regardless of the outcome or current status. Check all boxes that apply for each agency.</b></li></ul>		
A) NAME OF AGENCY		DATE APPLIED
ADDRESS (NUMBER / STREET)		BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)
CITY	STATE	ZIP
POSITION APPLIED FOR		CONTACT NUMBER ( ) EXT
		EMAIL
CHECK EACH STEP IN THE PROCESS THAT YOU COMPLETED, AND YOUR STATUS:		
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer		
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified		

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**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 5: EXPERIENCE AND EMPLOYMENT** *continued*40. Have you ever applied to any other law enforcement agency... *continued*

B) NAME OF AGENCY			DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)	
CITY	STATE	ZIP	CONTACT NUMBER (    )	EXT
POSITION APPLIED FOR			EMAIL	
CHECK EACH STEP IN THE PROCESS THAT YOU COMPLETED, AND YOUR STATUS:				
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer				
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified				

C) NAME OF AGENCY			DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)	
CITY	STATE	ZIP	CONTACT NUMBER (    )	EXT
POSITION APPLIED FOR			EMAIL	
CHECK EACH STEP IN THE PROCESS THAT YOU COMPLETED, AND YOUR STATUS:				
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical agility <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer				
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified				

**SECTION 6: MILITARY EXPERIENCE**

41. Are you required to register for the Selective Service? ..... ☐ Yes      ☐ No  
If yes, have you registered? ..... ☐ Yes      ☐ No  
If no, explain:

42. BRANCH OF SERVICE	43. DATES OF SERVICE From                      To
44. TYPE OF DISCHARGE: <input type="checkbox"/> Entry Level <input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> OTH (Other than Honorable) <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable Re-entry Code (1–4) if applicable – <i>refer to your DD-214</i> :	
45. Are you currently participating in one of the following? <input type="checkbox"/> Military Reserve <input type="checkbox"/> National Guard      If checked, date obligation ends:	
46. Have you ever been the subject of any judicial or non-judicial disciplinary action (such as, court martial, captain's mast, office hours, company punishment)? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
47. Were you ever denied a security clearance, or had a clearance revoked, suspended or downgraded? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to **Questions 46 and/or 47**, explain (include dates and circumstances):

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Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 7: FINANCIAL	
48. INCOME AND EXPENSES	
For each of the following questions fill in the amounts to the nearest dollar.	
A) From your employer(s), what is your take-home monthly income? ..... \$ _____ per month	
B) Do you have income other than from your salary or wages? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, fill in amount: ..... \$ _____ per month	
Explain:	
C) How much do you spend each month? ..... \$ _____ per month	
Estimate your monthly living expenses; include housing, utilities, credit cards or other loan payments, food, gas and car maintenance, entertainment, etc., as well as any other obligation(s) you may have.	

49. Have you ever filed for or declared bankruptcy (Chapter 7, 11 or 13)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50. Have any of your bills ever been turned over to a collection agency? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
51. Have you ever had purchased goods repossessed? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
52. Have your wages ever been garnished? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
53. Have you ever been delinquent on income or other tax payments? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
54. Have you ever failed to file income tax or cheated/lie on an income tax form? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
55. Have you ever had an employment bond refused? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
56. Have you ever avoided paying any lawful debt by moving away? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
57. Have you ever defaulted on (failed to pay) a loan? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
58. Have you ever borrowed money to pay for a gambling debt? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you currently have any outstanding debts as a result of gambling? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
59. Have you ever spent money for illegal purposes (e.g., illegal drugs, prostitution, purchase of fraudulent documents, etc.)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
60. Have you ever failed to make or been late on a court-ordered payment (e.g., child support, alimony, restitution, etc.)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
61. Have you written three or more bad checks in a one-year period? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to any of **Questions 49–61**, explain (include when, where, and why; indicate corresponding number):

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SECTION 8: LEGAL

Disclosure of Convictions

You are required to disclose **any** criminal conviction(s) which has not been sealed or expunged by a court pursuant to law. As an applicant for government employment, you are also required to disclose a criminal conviction expunged under Penal Code Section 1203.4. Consult with an attorney before failing to disclose a criminal conviction, as deliberate or significant omissions will result in disqualification. If more space is needed, continue on page 24.

62. Have you ever been convicted of any misdemeanor or felony in this or any other state or country? .....

☐ Yes

☐ No

If yes, list all offenses, including those punishable under the Uniform Code of Military Justice:

If yes, explain each incident.

A) APPROXIMATE DATE

ARRESTING OR DETAINING AGENCY

CHARGE

DISPOSITION OR PENALTY

B) APPROXIMATE DATE

ARRESTING OR DETAINING AGENCY

CHARGE

DISPOSITION OR PENALTY

C) APPROXIMATE DATE

ARRESTING OR DETAINING AGENCY

CHARGE

DISPOSITION OR PENALTY

D) APPROXIMATE DATE

ARRESTING OR DETAINING AGENCY

CHARGE

DISPOSITION OR PENALTY

63. Have you ever been placed on court probation as an adult?.....

☐ Yes

☐ No

64. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed as an adult? (You may answer "no" if your juvenile record has been sealed or expunged by the juvenile court.) .....

☐ Yes

☐ No

65. Have you ever been a party in a civil lawsuit (e.g., small claims actions, dissolutions, child custody, paternity, support, etc.)? .....

☐ Yes

☐ No

66. Have the police ever been called to your home for any reason? .....

☐ Yes

☐ No

67. Have you or your spouse/partner ever been referred to Child Protective Services? .....

☐ Yes

☐ No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

# PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER

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## SECTION 8: LEGAL *continued*

68. Have you ever been the subject of an emergency protective order/restraining order/stay-away order? ..... ☐ Yes ☐ No
69. Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party? ..... ☐ Yes ☐ No
70. Have you ever fraudulently received welfare, unemployment compensation, workers' compensation, or other state or federal assistance? ..... ☐ Yes ☐ No
71. Have you ever filed a false insurance or workers' compensation claim? ..... ☐ Yes ☐ No

If you answered yes to any of **Questions 63–71**, explain (include court case or document, dates, and circumstances; indicate corresponding number):

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### 72. UNDETECTED ACTS – PART 1

Within the past **seven** years **OR** at any time after you were first employed in law enforcement, have you ever committed any of the following misdemeanors?

- A) Annoying / obscene phone calls ..... ☐ Yes ☐ No
- B) Battery (use of force or violence upon another) ..... ☐ Yes ☐ No
- C) Brandishing a weapon (any type of weapon) ..... ☐ Yes ☐ No
- D) Carrying a concealed weapon without a permit ..... ☐ Yes ☐ No
- E) Contributing to the delinquency of a minor ..... ☐ Yes ☐ No
- F) Defrauding an innkeeper (not paying for food or room at a hotel/motel) ..... ☐ Yes ☐ No
- G) Driving under the influence of alcohol and/or drugs ..... ☐ Yes ☐ No
- H) Drunk in public (being so intoxicated in a public place that you're not able to care for yourself) ..... ☐ Yes ☐ No
- I) Hit & run collision (no injuries) ..... ☐ Yes ☐ No
- J) Hunting/fishing without a license ..... ☐ Yes ☐ No
- K) Illegal gambling ..... ☐ Yes ☐ No
- L) Impersonating a peace officer (pretending to be a police officer) ..... ☐ Yes ☐ No
- M) Indecent exposure (including flashing or mooning) ..... ☐ Yes ☐ No
- N) Joyriding (using a car or other vehicle without owner's permission) ..... ☐ Yes ☐ No
- O) Petty theft (value up to \$400, including shoplifting/switching price tags) ..... ☐ Yes ☐ No
- P) Possession of alcohol as a minor ..... ☐ Yes ☐ No

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 8: LEGAL *continued*

72. UNDETECTED ACTS – PART 1 *continued*

Q) Possession of falsified or altered identification, including use of another person's ID (for any reason).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
R) Possession of stolen property (including vehicles).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
S) Prostitution or soliciting a prostitute.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
T) Resisting arrest (including running from the police) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
U) Trespassing.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
V) Vandalism (including "tagging," malicious mischief and/or property damage) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
W) Intentionally writing a bad check.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
X) Filing a false police report.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Y) Any other act amounting to a misdemeanor within the past seven years .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to any item(s) in **Question 72**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (72-A, etc.) for each explanation.

73. UNDETECTED ACTS – PART 2

At any time in your life have you ever committed any of the following?

A) Arson (intentionally destroying property by setting a fire) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B) Assault with a deadly weapon .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C) Theft of a vehicle and/or vehicle parts.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D) Burglary (entering a structure or vehicle to commit theft or other crime) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E) Child molestation (performing unlawful acts with a child).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F) Accessing and/or possessing child pornography .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 8: LEGAL (Question 73) continued		
G) Elder abuse/neglect.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
H) Embezzlement (theft of money or other valuables entrusted to you) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I) Felony drunk driving (involving injuries) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
J) Forcible rape or other act of unlawful intercourse .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
K) Forgery (falsifying any type of document, check certificate, license, currency, etc.).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
L) Hit & run (with injuries) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
M) Hate crime .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
N) Insurance fraud.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O) Grand theft (value of over \$400, or any firearm) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
P) Murder, homicide, or attempted murder .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Q) Perjury (lying under oath) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
R) Possession of an explosive/destructive device .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
S) Robbery (theft from another person using a weapon, force, or fear) .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
T) Stalking.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
U) Blackmail or extortion .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
V) Any other act amounting to a felony .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to **any** item(s) in **Question 73**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (73-A, etc.) for each explanation.

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PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER

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SECTION 8: LEGAL *continued*

**Questions 74 and 75** ask about your current and past recreational drug use. This covers the use of ***any*** drug, including the unauthorized use of prescription drugs or over-the-counter drugs. Your answers should include, ***but not be limited to***, your use of any of the following drugs:

- |   |  |                              |
|---|--|------------------------------|
| – Amphetamines / Methamphetamines<br>( <i>Uppers, Speed, Crank, etc</i> ) | – Glue   | – Mescaline                  |
| – Barbiturates ( <i>Downers</i> )   | – Hallucinogens<br>( <i>Peyote, LSD, Mushrooms</i> ) | – Morphine                   |
| – Cocaine / Crack Cocaine   | – Hashish / Hashish Oil                              | – PCP / Angel Dust           |
| – Designer Drugs<br>( <i>Ecstasy, Synthetic Heroin, etc.</i> )            | – Heroin / Opium                                     | – Quaaludes                  |
| – GHB ( <i>Date Rape Drug</i> )   | – Marijuana  | – Steroids                   |
|   |  | – Tetrahydrocannabinol (THC) |

74. ***Within the past six months***, have you used any drug(s) as indicated above?.....☐ Yes ☐ No

If yes, give details, including drug(s) used and circumstances:

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75. ***Prior to the past six months*** (check all that apply):

- ☐ I have ***never*** used any drug recreationally.
- ☐ I have tried or used one or more drugs, but only under ***limited*** circumstances (*for example, experimentation, at parties, concerts, special events, etc.*).

If checked, give details including drug(s) used, most recent date used, and circumstances.

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76. Have you ***ever*** engaged in any of the activities listed below for drugs, narcotics or illegal substances, including marijuana?

- |                                       |                                    |  |
|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Sold         | <input type="checkbox"/> Purchased | <input type="checkbox"/> Cultivated                  |
| <input type="checkbox"/> Manufactured | <input type="checkbox"/> Furnished | <input type="checkbox"/> Carried or held for another |

If you checked any items above, give details including drug(s) involved, over what time period(s), and circumstances.

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Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

SECTION 9: MOTOR VEHICLE OPERATION

77. CURRENT DRIVER'S LICENSE NUMBER	STATE OF ISSUE	EXPIRATION DATE	NAME UNDER WHICH LICENSE WAS GRANTED
-------------------------------------	----------------	-----------------	--------------------------------------

78. LIST OTHER STATES WHERE YOU HAVE BEEN LICENSED TO OPERATE A MOTOR VEHICLE:

State of issue	Type of license	Name under which license was granted and license number, if known

79. Have you ever been refused a driver's license by any state? ..... ☐ Yes ☐ No

If yes, explain (include when, where, and circumstances):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

80. Has your driver's license ever been suspended or revoked? ..... ☐ Yes ☐ No

If yes, explain (include when, where, and circumstances):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

81. List all traffic citations, excluding parking citations, you have received within the past seven years:

A) NATURE OF VIOLATION	LOCATION (STREET)	CITY	STATE
DATE VIOLATION OCCURRED Month                      Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		
B) NATURE OF VIOLATION	LOCATION (STREET)	CITY	STATE
DATE VIOLATION OCCURRED Month                      Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		
C) NATURE OF VIOLATION	LOCATION (STREET)	CITY	STATE
DATE VIOLATION OCCURRED Month                      Year	ACTION TAKEN <input type="checkbox"/> Not Guilty <input type="checkbox"/> Fined <input type="checkbox"/> Traffic School <input type="checkbox"/> Dismissed		

D) Has a traffic citation ever resulted in a warrant or caused your driver's license to be withheld due to the following? (Check all that apply.)

☐ Failed to appear      ☐ Failed to complete traffic school      ☐ Failed to pay the required fine

If checked, explain circumstances:

\_\_\_\_\_

82. Have you ever driven a vehicle without auto insurance, as required by law? ..... ☐ Yes ☐ No

If yes, give reason:

DATE Month                      Year	LOCATION (NUMBER / STREET / APT)	CITY	STATE	ZIP
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**PERSONAL HISTORY STATEMENT – PUBLIC SAFETY DISPATCHER**

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**SECTION 9: MOTOR VEHICLE OPERATION** *continued*

83. Have you ever been refused automobile liability insurance or a bond, or had them cancelled? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, give reason:			INSURANCE COMPANY	
DATE	ADDRESS (NUMBER / STREET / APT)	CITY	STATE	ZIP
Month	Year			

Use this space for additional information you would like to include regarding your driving record.

**SECTION 10: OTHER TOPICS**

84. Have you ever been refused a permit to carry a concealed weapon? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
85. Are you now, or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
86. Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
87. Since the age of 16, have you ever been involved in an anger-provoked physical fight, confrontation or other violent act? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
88. Have you ever hit or physically overpowered a spouse or romantic partner? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to any of **Questions 84–88**, give details including dates and circumstances; indicate corresponding number.**SECTION 11: CERTIFICATION**

89. I hereby certify that I have personally completed and initialed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.	
SIGNATURE IN FULL	DATE

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

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- Duplicate this page as needed to include additional information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.)
- Identify the corresponding question and specific item being referenced.

Initial this page to indicate that you have provided complete and accurate information: \_\_\_\_\_

**Appendix J: EMPLOYMENT ELIGIBILITY VERIFICATION (DHS/CIS FORM I-9)**

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## Employment Eligibility Verification

### INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1- Employee.** All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

**Section 2 - Employer.** For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record:** 1) document title; 2) issuing authority; 3) document number; 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

**Section 3 - Updating and Reverification.** Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:

- examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
- record the document title, document number and expiration date (if any) in Block C, and
- complete the signature block.

**Photocopying and Retaining Form I-9.** A blank I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.

**Privacy Act Notice.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

**Reporting Burden.** We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

**NOTE:** This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

**EMPLOYERS MUST RETAIN COMPLETED FORM I-9  
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS**

Form I-9 (Rev. 05/31/05)Y

## Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
<b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b>		I attest, under penalty of perjury, that I am (check one of the following):	
		<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

### Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)

### Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____ Document #: _____ Expiration Date (if any): _____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration ( <i>other than a card stating it is not valid for employment</i> )
2. Certificate of U.S. Citizenship ( <i>Form N-560 or N-561</i> )		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State ( <i>Form FS-545 or Form DS-1350</i> )
3. Certificate of Naturalization ( <i>Form N-550 or N-570</i> )		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with photograph ( <i>Form I-151 or I-551</i> )		5. U.S. Military card or draft record		5. U.S. Citizen ID Card ( <i>Form I-197</i> )
6. Unexpired Temporary Resident Card ( <i>Form I-688</i> )		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States ( <i>Form I-179</i> )
7. Unexpired Employment Authorization Card ( <i>Form I-688A</i> )		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS ( <i>other than those listed under List A</i> )
8. Unexpired Reentry Permit ( <i>Form I-327</i> )		8. Native American tribal document		
9. Unexpired Refugee Travel Document ( <i>Form I-571</i> )		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph ( <i>Form I-688B</i> )		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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## **Appendix K: MILITARY RECORDS REQUEST (STD FORM 180)**

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## INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

- 1. Information needed to locate records.** Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can.
- 2. Restrictions on release of information.** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. Others requesting information from military personnel/health records must have the release authorization in Section III of the SF 180 signed by the member or legal guardian, but if the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Employers and others needing proof of military service are expected to accept the information shown on documents issued by the military service departments at the time a service member is separated.
- 3. Where reply may be sent.** The reply may be sent to the member or any other address designated by the member or other authorized requester.
- 4. Charges for service.** There is no charge for most services provided to members or their surviving next of kin. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.
- 5. Health and personnel records.** Health records of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs a week or two after the last day of active duty. (See page 2 of SF180 for record locations/addresses.)
- 6. Records at the National Personnel Records Center.** Note that it takes at least three months, and often up to seven, for the file to reach the National Personnel Records Center in St. Louis after the military obligation has ended (such as by discharge). If only a short time has passed, please send the inquiry to the address shown for active or current reserve members. Also, if the person has only been released from active duty but is still in a reserve status, the personnel record will stay at the location specified for reservists. A person can retain a reserve obligation for several years, even without attending meetings or receiving annual training. (See page 2 of SF180 for record locations/addresses.)
- 7. Definitions and abbreviations.** DISCHARGED -- the individual has no current military status; HEALTH -- Records of physical examinations, dental treatment, and outpatient medical treatment received while in a duty status (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.
- 8. Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from [inquire@nara.gov](mailto:inquire@nara.gov) or write to the Code 6 address on page 2 of the SF 180.

### PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then filed in the requested military service record as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Transportation (Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

## REQUEST PERTAINING TO MILITARY RECORDS

To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type. If you need more space, use plain paper.

### SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH
5. SERVICE, PAST AND PRESENT		(For an effective records search, it is important that all service be shown below.)		
		DATES OF SERVICE		CHECK ONE
BRANCH OF SERVICE		DATE ENTERED	DATE RELEASED	OFFICER
				ENLISTED
a. ACTIVE SERVICE				
b. RESERVE SERVICE				
c. NATIONAL GUARD				
6. IS THIS PERSON DECEASED? If "YES" enter the date of death.		7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?		
<input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES		

### SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. **REPORT OF SEPARATION** (DD Form 214 or equivalent). This contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one Report of Separation. Be sure to show EACH year that a Report of Separation was issued, for which you need a copy.

☐ An UNDELETED Report of Separation is requested for the year(s) \_\_\_\_\_

This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

☐ A DELETED Report of Separation is requested for the year(s) \_\_\_\_\_

The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

#### 2. OTHER INFORMATION AND/OR DOCUMENTS REQUESTED

3. **PURPOSE** (Optional - An explanation of the purpose of the request is strictly voluntary. Such information may help the agency answering this request to provide the best possible response and will in no way be used to make a decision to deny the request.) \_\_\_\_\_

### SECTION III - RETURN ADDRESS AND SIGNATURE

#### 1. REQUESTER IS:

☐ Military service member or veteran identified in Section I, above  
☐ Next of kin of deceased veteran \_\_\_\_\_ (relation)

☐ Legal guardian (must submit copy of court appointment)  
☐ Other (specify) \_\_\_\_\_

#### 2. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 3 on accompanying instructions.)

3. **AUTHORIZATION SIGNATURE REQUIRED** (See item 2 on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name \_\_\_\_\_  
Street \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of requester (Please do not print.) \_\_\_\_\_  
( )  
Date of this request \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Email address \_\_\_\_\_

## LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Health Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired on or after 5/1/1994	14	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired on or after 5/1/1994	14	11
	Individual Ready Reserve or Fleet Marine Corps Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired on or after 10/16/1992	14	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
	Current National Guard enlisted not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
	Current National Guard officers not on active duty in Army (including records of Army active duty performed after 6/30/1972)	12	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	
	Active, reserve, or TDRL	10	
PUBLIC HEALTH SERVICE	Commissioned Corps – active, inactive, terminated, retired	15	

### ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	Commander U.S. Army Reserve Personnel Command ATTN: ARPC-ZCC-B 1 Reserve Way St. Louis, MO 63132-5200	12	Army National Guard Readiness Center NGB-ARP 111 S. George Mason Dr. Arlington, VA 22204-1382
3	Commander CGPC-Adm-3 U.S. Coast Guard 2100 2nd Street, S.W. Washington, DC 20593-0001	8	U.S. Total Army Personnel Command ATTN: TAPC-MSR-S 200 Stoval Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Corps Reserve Support Command (Code MMI) 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-313C1) 5720 Integrity Drive Millington, TN 38055-3130	15	Division of Commissioned Personnel ATTN: Records Officer 5600 Fishers Lane, Room 4-36 Rockville, MD 20857-0001

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## Appendix L: LAW ENFORCEMENT REQUEST FOR DRIVER LICENSE/IDENTIFICATION RECORD INFORMATION (DMV INF 252)



### LAW ENFORCEMENT REQUEST FOR DRIVER LICENSE/IDENTIFICATION RECORD INFORMATION

Return to: Department of Motor Vehicles, P. O. Box 944231, Mail Sta. G201, Sacramento, CA 94244-2310

1. REQUESTER CODE	2. SUBJECT DL/ID NUMBER	3. PLEASE PROVIDE: CITATION DATE	4. PLEASE PROVIDE: COURT DATE*	<b>5. Information Requested</b> <input type="checkbox"/> Status and Record <input type="checkbox"/> Certified <input type="checkbox"/> Order of Susp/Rev <input type="checkbox"/> Photo Subj <input type="checkbox"/> Proof of Service <input type="checkbox"/> Copy DL 44 <input type="checkbox"/> Sims <input type="checkbox"/> Thumbprint
6. SUBJECT NAME (LAST FIRST MIDDLE)		7. BIRTH DATE MONTH DAY YEAR		
8. ADDRESS CITY STATE ZIP CODE			DATE REQUESTED INFO NEEDED BY:	
REASON FOR PHOTO REQUEST			10. Request for specific copy of Order of Suspension or Revocation	
REQUESTED BY UNIT PHONE NUMBER			1. Effective date: _____ 2. Effective date: _____ 3. Effective date: _____ <b>We are returning the enclosed request form(s) for the reason(s) checked below:</b> <input type="checkbox"/> No record based on information submitted and/or illegible. <input type="checkbox"/> Requested documents purged. <input type="checkbox"/> Requested documents not on microfilm. <input type="checkbox"/> Suspension/Revocation and/or service order unavailable. Please resubmit request in _____ days. <input type="checkbox"/> Best photo and/or thumbprint available. <input type="checkbox"/> No photo and/or thumbprint available. <input type="checkbox"/> Best DL 44 available. <input type="checkbox"/> No DL 44 available. <input type="checkbox"/> No departmental action in effect. <input type="checkbox"/> No departmental action in effect on citation given. <input type="checkbox"/> No photo and/or DL 44 available on "X" file records. <input type="checkbox"/> Your INF 252 request form must contain your requester code number, agency name, and return address. <input type="checkbox"/> Upon checking departmental files, a hard copy document is unavailable. A certified driver record has been provided in lieu of the Admin Per Se Order of Suspension. <input type="checkbox"/> As of March 1, 1988, the only record of Financial Responsibility and Civil Judgment suspension orders will be in the Driver's License Master files for each affected subject. <input type="checkbox"/> Limited similars available.	
9. From: _____ • • • •			Initials/Unit _____ Date _____	

INF 252 (REV. 7/2005)

**DISTRIBUTION: Original + Copy to Department (Copy returned with record information)**

#### 1. REQUESTER CODE

Enter the five-digit requester code assigned to your agency. This code number is required on all requests.

#### 2. LICENSE NUMBER

Enter the permanent California driver license/ identification card number, including the single letter prefix which is a part of the number.

#### 3. CITATION DATE

Law enforcement agencies and courts should use this box to indicate the applicable date when requesting a copy of an order or a service document.

#### 4. COURT DATE

This box may be used to indicate that the information being requested is needed in connection with a pending court date and determines priority. This is very important in processing a rush request.

#### 5. INFORMATION REQUESTED

The "Status and Record" box should be checked to request a printout of the driving record, which is the standard inquiry response. The remaining items listed are furnished only to meet special needs and are not to be routinely requested. Information requests will require a minimum of a ten-day processing period in addition to four days for mailing (14 days total).

#### 6. NAME (REQUIRED)

When entering the subject's name, do not use abbreviations or initials if the full spelling is known.

#### 7. BIRTH DATE

Use a six digit numerical form for the birth date, for example, enter January 29, 1952 as 01/29/52. The birth date is required for positive identification on requests submitted without the driver license number.

#### 8. ADDRESS

Always enter the most complete address available.

#### 9. FROM

The requesting agency's name and address is required in this space on each INF 252 form submitted.

Your address on the request form must be limited to a maximum of four lines. Directly below the first line, a single "Attention" line may be added if it is needed to designate a particular person or unit within your agency. Be sure each line will not require more than 35 spaces for printing.

See the illustration below of the required format:

AGENCY NAME  
ATTENTION LINE  
STREET ADDRESS OR P.O. BOX NUMBER  
CITY, STATE, AND ZIP CODE

#### 10. ORDER OF SUSPENSION OR REVOCATION

This area is to request a specific order of suspension and/or revocation.

\* Please submit the record request **two weeks prior** to the date needed. Otherwise, you may not receive the record information by the specified date.

Each INF 252 Request Form must contain your return address (limited to 4 lines with no more than 35 characters per line) clearly entered below.



INF 252 (REV. 7/2005)

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# Additional Resources

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## BACKGROUND INVESTIGATION

Buck, Kelly R. *Guidelines for Improved Automated Criminal History Record Systems for Effective Screening of Personnel*. International Association Of Chiefs Of Police Defense Personnel Security Research Center. Alexandria, VA: International Association Of Chiefs Of Police, 2004.

<<http://www.siacinc.org/documents/iacp-pslc%20documents/guide%20for%20criminal%20history%20checks.pdf>>

Furtado, Harold, and Zampa, Rick. *Preparing For the Background Candidate Preparation for Law Enforcement Background Investigations*. Pleasanton, CA: Preferred Investigations & Consulting Services, Inc., 2003.

Moriarty, Anthony R, and Field, Mark W. *Police Officer Selection: A Handbook For Law Enforcement Administrators*. Springfield, IL: Charles C. Thomas, 1994.

*National Directory of Law Enforcement Administrators, 41st Ed.* National Public Safety Information Bureau, 2005.

<[www.safetysource.com](http://www.safetysource.com)>

*Public Employment Law Report And Deskbook Encyclopedia Of Public Employment Law - 15th Edition*. Malvern, PA: Center For Education And Employment Law 2005.

Sankey, Michael, and Weber, Peter J. *The Sourcebook to Public Record Information, Seventh Edition (Sourcebook to Public Record Information)*. BRB Publications, 2005.

Smith, Sid. *Public Safety Background Investigation Sourcebook, 2d Edition*. Designs In Modern Learning, 2004.

<[www.backgroundinvestigators.com](http://www.backgroundinvestigators.com)>

## EMPLOYMENT LEGISLATION

“ADA From A To Z: Everything You Need To Know About The Americans With Disabilities Act.” Anne H. Williams, M Lee Smith Publishers, LLC, 2002.

Center, Claudia, and Kristen, Elizabeth. “Privacy In The Workplace: Employer Medical Inquiries Under State And Federal Law.” *CPER Journal*, June 2005

<<http://services.bepress.com/cper/no172/5>>

*Employment Discrimination Law Update and Federal Laws Prohibiting Employment Discrimination - 8th Edition*. Malvern, PA: Center For Education And Employment Law, 2005.

*“Medical Inquiries And Employment References: When Does An Employer Cross The Line?”*  
Adele Rapport, Jami Statham Presentation At The Annual Meeting Of The American Bar Association. Atlanta, GA: August, 2004.

*“Questions And Answers: The Americans With Disabilities Act And Hiring Police Officers.”*  
U.S. Department Of Justice, 1997.  
<[www.usdoj.gov/crt/ada/copsq7a.htm](http://www.usdoj.gov/crt/ada/copsq7a.htm)>

*“Questions And Answers: Enforcement Guidance On Disability-Related Inquiries And Medical Examinations Of Employees Under The Americans With Disabilities Act (ADA).”* U.S. EEOC, 1995.  
<[www.eeoc.gov/policy/docs/qanda-inquiries.html](http://www.eeoc.gov/policy/docs/qanda-inquiries.html)>